

Chapter VIII: Enter and Maintain Orders

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Priority

Orders can be entered with three priorities

- Stat – same as in MIS, as defined by the department
- Non-Stat Time Sensitive – needs to be done at a certain time (time specific)
- Routine – each department defines routine

Result priorities are only available for Laboratory orders. For these orders, you can request a result priority of

- Routine – resulted within 4 hours
- Priority – resulted within 2 hours
- STAT – resulted within 1 hour

Service Requisitions

The services initiated by a service requisition can be ordered independently by Affiliate Medical Staff and clerical staff. Some service requisitions have restricted availability.

- Service requisitions in CRIS are primarily used to replace patient-specific MIS-O-Grams
- Service requisitions are used for a variety of tasks that do not require a medical order, including
 - Order medical records
 - Order a birthday cake
 - Order patient transport (except from admissions or to and from the OR/PACU).
 - Change a patient location within the OR/PACU or send a surgical patient back to the unit of origin.
 - Change a patient's outpatient location temporarily (e.g., from an outpatient clinic to a day hospital and then back again)
 - Assign a patient to a bed within an inpatient unit

Order Entry Worksheet Overview

You enter orders for the currently selected patient using the **Order Entry Worksheet** and order forms. When you choose and enter an order from the **Order Browse** on the **Order Entry Worksheet**, the order is entered in the **Order Summary** window. An order form tailored to the special information needs of that order displays, prompting you to enter more details. When entering an order, you can specify that it is a hold or a discharge order, or a special type of order, such as a conditional or IV order.

You must submit orders entered on the **Order Entry Worksheet** before logging off or moving to another patient. Once an order has been submitted, it is available for review in the **Orders** chart section.

To enter an order, you can click on the **Enter Order** icon in the toolbar or the **Enter Order** icon to the left of the patient header



Screen 1: Enter Order Icon

This will open the Order Entry Worksheet. This is the starting point of all orders and service requests.

Order Entry Worksheet - Berry, Holly

Allergies: Drug Category: sulfa drugs; Environmental: Latex or rubber; Other: Needs Allergy Assessment

Requested By: ☒ Me ☐ Other: Source:

Date: Time:

Session
Type: Reason:

Start Of Browse

Type here to enter order name	Order	Cost

Buttons: Add..., View..., Item Info..., Message..., Edit..., Delete, Copy..., Add Specimen...

Bottom Buttons: Submit, Cancel, Hide Worksheet, Help

Screen 2: Order Entry Worksheet

Review allergies

Allergies that have been entered for the selected patient display at the top of the Order Entry Worksheet. You can view more information about these allergies or add additional allergies by clicking on the red two headed arrow.

Enter orders as a Prescriber

If you have the security rights to enter your own orders, Me is automatically selected next to Requested By.

Enter orders on behalf of a Prescriber

If you are entering the orders on behalf of someone else, select Other to open the Requested By dialog box.

Name	Occupation	Org Unit
Ross, Allen	MD	Medical Staff
Ross, Douglas	MD	Medical Staff

Screen 3: Requested By Dialog Box

1. Enter part of the care provider's last name and pause. The provider names that begin with the letters you typed appear in the search list.
2. Select the provider you are entering the order for.
3. In the **Source** drop-down list, select how you received the instruction to enter the order.
4. Click **OK**. You return to the **Order Entry Worksheet**

Note: Once you have submitted an order, the requesting provider name can no longer be changed

Date and Time

You can use this date and time field to enter the start date and/or time of all the orders in this session. This does NOT alter the start date in order sets. You can type the date, use the increase/decrease arrows to change the date one day, month, or year at a time, or use the calendar control to select a date. You can enter an exact time or select a coded time (for example, STAT or Routine.) from the dropdown list.

Session type

Orders can be entered in three session types

- Today Outpt/Current Inpt – these orders will be processed when ordered. For inpatients, these orders are for any time during their stay. For outpatients, these orders are only for today.

- Future Outpt/Pre-Admit – these orders only become active when released. For outpatients, these orders are for any day but today. When you select this option, you can add specific instructions for the release of these orders in the reason field.
- Take Home Medications – orders will be available immediately and remain active across visits so that these orders will be directed to Outpatient pharmacy.

Hide Worksheet button

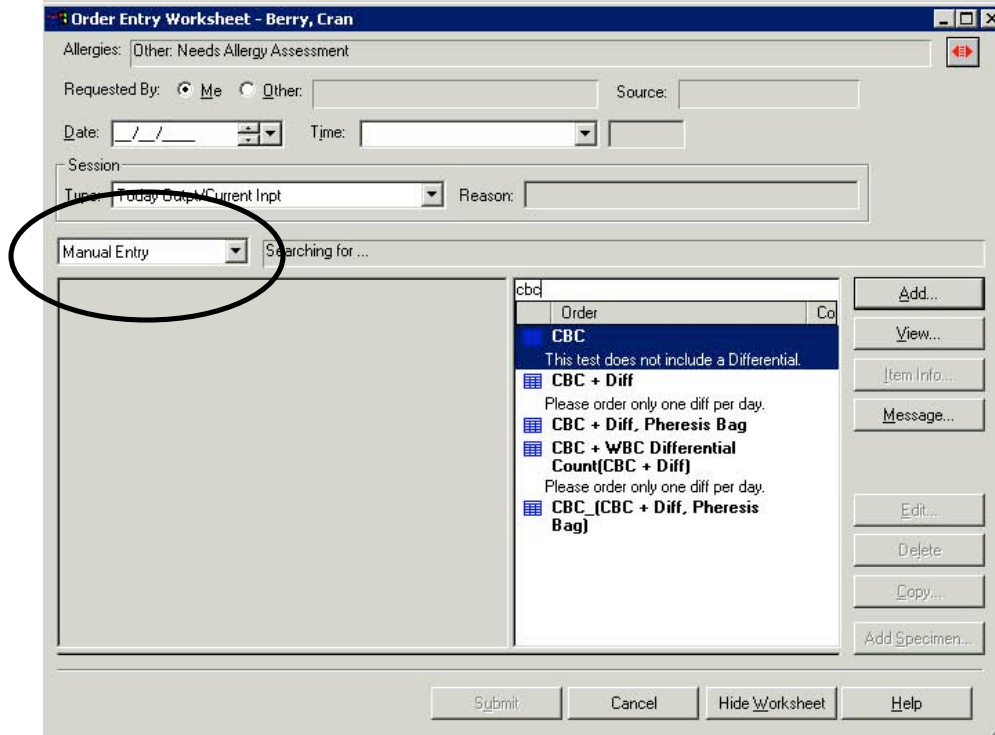
The hide Worksheet button closes the **Order Entry Worksheet** temporarily so you can access other functions for the patient. For example, while entering orders, you can hide the worksheet and review results prior to completing the orders. When you select the **Enter Orders** icon again, the worksheet displays again. You cannot log off or move to another patient's chart until you submit or delete the orders listed in the **Order Summary** window.

Find Orders and Order Sets

To select an order or order set, you can do one of the following

Manual Entry

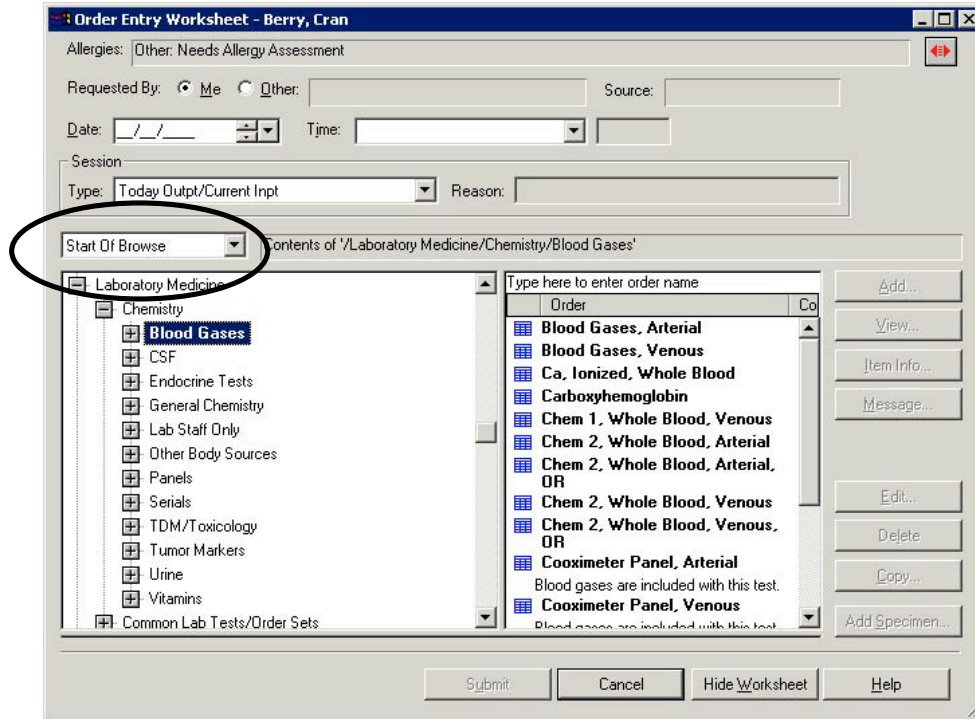
From the (Start At) drop-down list, select **Manual Entry**. Then, in the **Type here to enter order name** field, enter part of the name of the order item you want and pause. The right pane of the **Order Browse** displays the order items that begin with the characters you entered.



Screen 4: Using Manual Entry to Find Orders

Start of Browse

From the **(Start At)** drop-down list, select **Start of Browse**. This displays the first order group at the top of the left pane of the **Order Browse**. Select an order group; any groups contained within it display in the left pane, and any individual order items display in the right pane.



Screen 5: Using Start of Browse to Find an Order

Find Order Sets

Order sets are groups of orders conveniently located together to allow order entry at one time. There are three types of order sets

- Non-protocol order sets are groups of orders commonly ordered at one time
- Protocol order sets are groups of orders specific to the protocol. Some are grouped by visit or phase. Others are grouped by type of order
- Quick orders are medication orders pre-filled with common dosages, frequencies and administration routes

You can search for orders sets in the same way as for orders, either using Manual Entry to type in the name or number of the Order Set, or you can search through the listing using Start of Browse. Orders Sets as indicated by an icon on the list order display pane.

Order Entry Worksheet - Berry, Holly

Allergies: [Drug Category: null a drug, Environmental, Latex or rubber, Other: Needs Allergy Assessment]

Requested By: ☐ Me ☐ Other: [] Source: []

Date: []/[]/[] Time: []:[]

Session: []

Type: [Future Outpt/Pre-Adm] Reason: [orders for the June 25 visit]

Manual Entry: [] Searching for: []

Order Cost

- 00-AR-0220 Inv Meds
- 00-AR-0220 Pre-Screen
- 00-AR-0220 Screening
- 00-AR-0220 Visit 1
- 00-AR-0220 Visit 11
- 00-AR-0220 Visit 14
- 00-AR-0220 Visit 15
- 00-AR-0220 Visit 4
- 00-AR-0220 Visit 6
- 00-AR-0220 Visit 7
- 00-AR-0220 Visit 8
- 00-AR-0220 Visits 2, 9, 13

orders for the June 25 visit

Submit Cancel Hide Worksheet Help

Screen 6: Order Set List

Alerts and Warnings

Alerts can display when entering orders. There are alerts for duplicate orders, allergy assessments, for entering medical orders more than one year in advance, and medication orders more than 90 days in advance. When an alert occurs, a window opens for you to acknowledge the alert.

Warning!

Templar, Simon

CBC + Diff

Alert 1 of 1

The current order:
CBC + Diff
Date: 07/13/2004 17:38
Status: Pending

May be duplicate with:
CBC + Diff
Date: 07/12/2004 08:00
Status: Pending Collection
Warning duplicate order - CBC + Diff has already been ordered for the same date and time

☒ Acknowledged

Comments

<< Previous Next >>

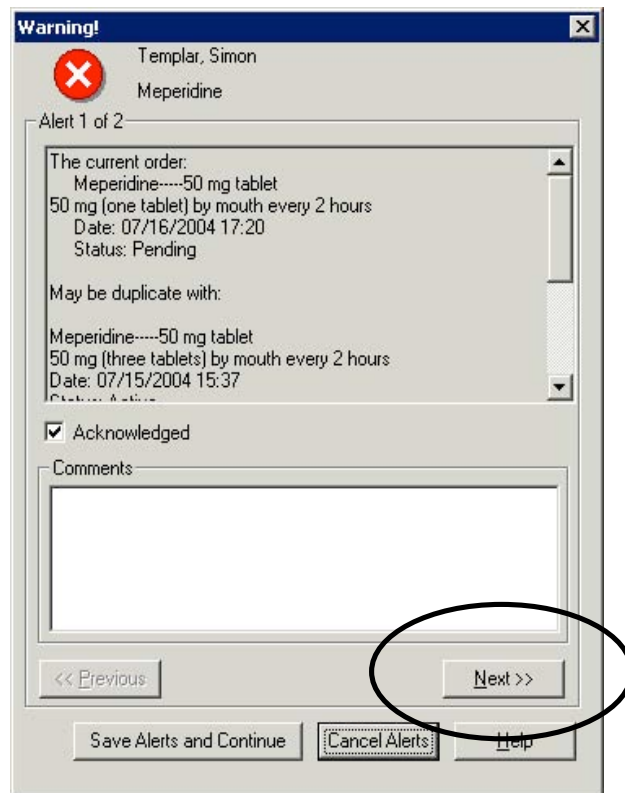
Save Alerts and Continue Cancel Alerts Help

Screen 7: Sample Alert

On this screen, you have two options

1. To save the alert and continue to enter the order
2. To cancel the current order

Multiple alerts can be triggered for any one order. If there is more than one alert for the alert, the Next button becomes active.



Screen 8: Warning window with multiple alerts

When there are multiple alerts

1. Review the first alert and then select **Next** to view each alert.
2. Once you have viewed all the alerts,
 - a. Select **Save Alerts and Continue** to enter the order or
 - b. **Cancel Alerts** to go back and modify or cancel the order.

Duplicate Checking

- Each department specifies how often an order can be repeated without being a duplicate
- A duplicate alert is just an alert; you can acknowledge the alert and say you still want to continue to order it.
- This may cause duplicate alerts to displays with some serial lab testing and take home medications

Recommendations for Ordering and Reviewing Current Orders, Future Orders, and Take Home Medications in CRIS

CRIS has "session type" functionality that permits orders to be placed for both immediate and future action. Depending on whether a patient is new to NIH, a current or future inpatient, or a current (today) or future outpatient, orders may be placed under the following session types

Current Visit Type	Session Types		
	Today Outpt/Current Inpt	Future Outpt/Pre-Admit	Take Home Medications
Pre-NIH Registration	N/A	Allowed	N/A
Inpatient	Allowed	Allowed	Allowed
Outpatient	Allowed	Allowed	Allowed

Screen 9: Visit Type and Order Session Type

Order for Today Outpt/Current Inpt

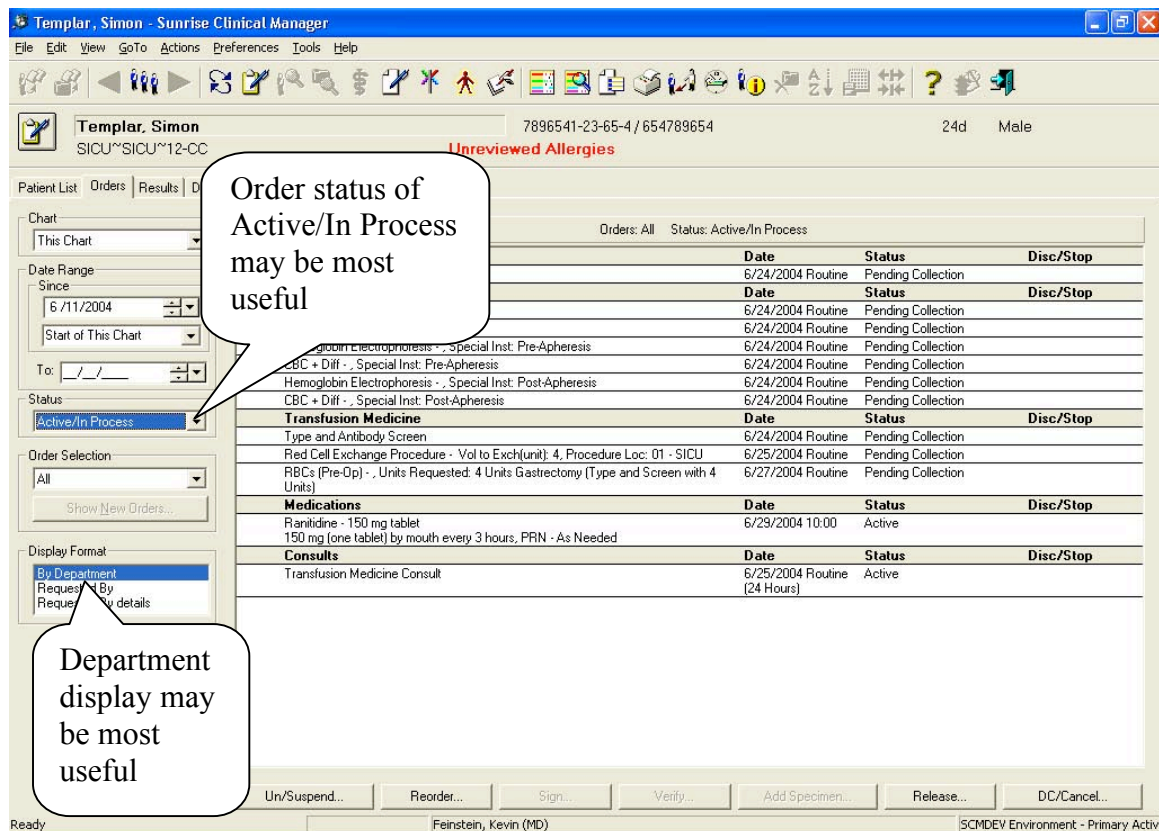
Use this default session type for orders to be carried out today in a clinic or day hospital or for hospital inpatients anytime during the current admission.

The screenshot shows the 'Order Entry Worksheet - Test, First' window. At the top, there are fields for 'Allergies', 'Requested By', 'Date', and 'Session Type'. The 'Session Type' dropdown is set to 'Today Outpt/Current Inpt', which is highlighted by a callout bubble labeled 'Default session type'. Below this, there is a search bar with 'cbc' entered. A callout bubble labeled 'Search for order or order set' points to the search bar. The search results list several CBC-related orders, including 'CBC + Diff', 'CBC + Diff, Pheresis Bag', and 'CBC + WBC Differential Count(CBC + Diff)'. On the right side, there are buttons for 'Add...', 'View...', 'Item Info...', 'Message...', 'Edit...', 'Delete', 'Copy...', and 'Add Specimen...'. At the bottom, there are buttons for 'Submit', 'Cancel', 'Hide Worksheet', and 'Help'.

Screen 10: Default Session Type

Note: OR/Anesthesia Requests and Off Site Anesthesia Requests should always be placed in this session type, since these are requests to schedule procedures and should be active immediately.

Order status of Active/In Process filters those orders that are active, but not yet resulted or completed.



Screen 11: Active/ In Process orders status filter

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BROWN8, FOXY - Sunrise Clinical Manager

File Edit View GoTo Actions Preferences Tools Help

BROWN8, FOXY 00-13-92-4 / 040621000666 90y Female
3W-CC DEFAULT, FLOYD Prot 03-C-0085 DOB:1914Jun29

Patient List Orders Results Documents Observations Patient Info Summary

Chart: This Chart

Date Range: Since 6/21/2004 To: / / Status: Completed

Order Selection: All Show

Display Format: By Department Requested By Requested By details

Completed Order Status

Chemistry	Date	Status	Disc/Stop
Chem 20 Panel	6/24/2004 09:42	Final Results	
Hematology			
CBC + Diff - Label Loc: 01 - Outpatient Phlebotomy	6/29/2004 10:46	Final Results	
PT	6/24/2004 09:40	Final Results	
aPTT	6/24/2004 09:40	Final Results	
ESR	6/24/2004 09:40	Final Results	
CBC	6/24/2004 09:39	Final Results	
Anatomical Pathology			
Surgical Pathology	6/22/2004 11:09	Final Results	
Medications			
Lactated Ringers Inj - 1000 ml by intravenous infusion via infusion pump one time	7/1/2004	Auto Complete: > 1 Year Limit 7/2/2004 09:45	
Dextrose + 0.45% Sodium Chloride Inj - 1000 ml by intravenous infusion via pump; infuse over 4 hours	6/29/2004 Now	Completed	6/29/2004 11:46
Calcium Inj IV Infusion - 200 mg by intravenous infusion in 5% Dextrose mL; infuse over 2 hours one time dose; Start on 6/25/2004	6/25/2004	Auto Complete: > 1 Year Limit 7/2/2004 09:30	
Sodium Thiosulfate Inj IV Infusion - 1000 mL by intravenous infusion in 0.9% Sodium Chloride Inj 1000 mL; infuse over 12 hours <Continuous>; Start on 6/24/2004 stop after 1 Times	6/24/2004	Auto Complete: > 1 Year Limit 6/25/2004 10:21	
Cisplatin Inj IV Infusion - 50 mg by intravenous infusion in 0.9% Sodium Chloride Inj 1000 mL; infuse over 90 minutes one time dose; Start on 6/24/2004 stop after 1 Times	6/24/2004	Auto Complete: > 1 Year Limit 6/25/2004 03:00	
To be given in or for hyperthermic peritoneal perfusion. Do not mix drug until called by surgical team			
Dexamethasone Inj - 4 mg/mL 4 mg by intravenous push 30 minute before Chemotherapy; Start on 6/24/2004 30 minutes prior to Chemotherapy	6/24/2004	Auto Complete: > 1 Year Limit 7/2/2004 08:30	

Un/Suspend... Reorder... Sign... Verify... Add Specimen... Release... DC/Cancel...

Ready Feinstein, Kevin (MD) InTest01 Environment - Primary Activ

Screen 12: Completed order status filter

Order for Future Outpt/Pre-Admit

MIS allowed orders to be entered for future admissions only. CRIS allows orders for both future admissions, as well as for future outpatient encounters and testing. Use this session type for orders to be placed for a future-dated outpatient encounter (even the next day), as well as for anticipated admissions to the hospital. Always indicate a "reason" for these future orders.

The screenshot shows the 'Order Entry Worksheet' for 'Mouse, Minnie'. The interface includes the following fields and callouts:

- Future order date can be set at the time of order entry if not pre-filled order set**: Points to the 'Date' field.
- Reason: Enter notes (visit location, number, expected date, etc.) to help people who will be reviewing and releasing orders in the future**: Points to the 'Reason' field.
- Change session type**: Points to the 'Session Type' dropdown menu.
- Search for order or order set**: Points to the search bar above the order list.
- Reasons entered above are associated with all of the orders entered at this time**: Points to the 'Reason' field.

The order list contains the following items:

Order	Cost
04-DK-0105 Inv Meds	
04-EI-0115 Inv Meds	
04-H-0062 Inv Meds	
04-H-0078 Visit 1 (Outpatient)	
04-H-0078 Visit 2 (Inpatient)	
04-H-0143 Inv Meds	
04-I-0018 Iliade	
04-I-0087 Inv Meds, IP	
04-I-0118 Inv Meds	
04-I-0118 Inv Meds Take Ho...	
04-I-0172 Inv Meds	
04-M-0091 Inv Meds	

Buttons at the bottom: Submit, Cancel, Hide Worksheet, Help.

Screen 13: Future Outpt/Pre-Admit Session type

Within an order set, select all orders that are needed.

Order Set Summary

Order Set: 044-0018 Ikade

Order Items:

Order Item	Frequency	Time	Priority
Nursing			
<input type="checkbox"/> Measurements - Weight - Freq: On arrival	T		Routine
<input checked="" type="checkbox"/> Measurements - Weight - Freq: once daily ; in AM	T		Routine
<input checked="" type="checkbox"/> Vital Signs - Freq: four times daily ; Blood Pressure ; Pulse ; Respirations ; Temperature	T		Routine
<input type="checkbox"/> Nursing Activity - Activity: Ambulate as tolerated	T		Routine
Nutrition			
<input type="checkbox"/> Diet Order	T		Now
Patients can only have ONE Diet or NPO Order active in the system at a time. You MUST review and discontinue any current active orders BEFORE you place this new diet order in the system.			
Nursing			
<input checked="" type="checkbox"/> Intake + Output - Freq: Q8H ; Intake and Output	T		Routine
Admission Labs			
<input type="checkbox"/> Chem 20 Panel	T		Routine
<input type="checkbox"/> Immunoglobulins, Quantitative	T		Routine
<input checked="" type="checkbox"/> Amylase	T		Routine
<input checked="" type="checkbox"/> Lipase, Serum	T		Routine
<input checked="" type="checkbox"/> Thyroid Panel	T		Routine
<input checked="" type="checkbox"/> Hemoglobin A1C	T		Routine
<input checked="" type="checkbox"/> Beta-2-Microglobulin, Serum	T		Routine
<input checked="" type="checkbox"/> PT	T		Routine
<input checked="" type="checkbox"/> aPTT	T		Routine
<input checked="" type="checkbox"/> Urinalysis (includes microscopic)	T		Routine
<input checked="" type="checkbox"/> Pregnancy Test, Urine	T		Routine
<input type="checkbox"/> CBC + Diff	T		Routine
Please order only one diff per day.			
<input type="checkbox"/> Lipid Panel	T		Routine
Research Labs (Day 1)			
<input checked="" type="checkbox"/> Research, Blood - Test Name: FA-1, PBL Storage, Tot. Vol: 60, Tube Qty: 01, Tube Type: Heparinized Syringe, Collec Route: Store at room temp, send to 10/8C-309 by 0900	T		Routine
<input checked="" type="checkbox"/> Research, Blood - Test Name: WHBL, bDNA, Plasma Storage, Tot. Vol: 30, Tube Qty: 05, Tube Type: K2 EDTA, Collec Route: Store at room temp, send to 10/8C-309 by 0900	T		Routine
<input checked="" type="checkbox"/> Research, Blood - Test Name: WHDA, Tot. Vol: 6, Tube Qty: 01, Tube Type: Purple Top, Collec Route: Store at room temp, send to 10/8C-309 by 0900	T		Routine
<input checked="" type="checkbox"/> Research, Blood - Test Name: WHDA, Tot. Vol: 7, Tube Qty: 01, Tube Type: SST, Collec Route: Store at room temp, send to 10/8C-309 by 0900	T		Routine
<input checked="" type="checkbox"/> Research, Urine - , Collec Route: Hold for Raj	T		Routine

Check all desired orders. Orders can also be edited at this time.

It's possible to select or deselect all items at once.

Select All Deselect All Edit... Change Date...

OK Cancel Help

Screen 14: Order Set Summary window

The Prescriber should indicate the future date the orders are expected to be carried out. If the order date was not entered initially on the order entry worksheet, the date can also be updated in another way without entering each order individually.

Order Set Summary

Order Set: 044-0018 Illade

Order Items

Order Item	Frequency	Time	Route
<input type="checkbox"/> Measurements - Weight - Freq: On arrival	T		Routine
<input checked="" type="checkbox"/> Measurements - Weight - Freq: once daily ; in AM	T		Routine
<input checked="" type="checkbox"/> Vital Signs - Freq: four times daily ; Blood Pressure ; Pulse ; Respirations ; Temperature	T		Routine
<input type="checkbox"/> Nursing Activity - Activity: Ambulate as tolerated	T		Routine
<input type="checkbox"/> Diet Order	T		Now
Patients can only have ONE Diet or NPO Order active in the system at a time. You MUST review and discontinue any current active orders BEFORE you place this new diet order in the system.			
<input checked="" type="checkbox"/> Intake + Output - Freq: Q8H ; Intake and Output	T		Routine
Admission Labs			
<input type="checkbox"/> Chem 20 Panel	T		Routine
<input type="checkbox"/> Immunoglobulins, Quantitative	T		Routine
<input checked="" type="checkbox"/> Amylase	T		Routine
<input checked="" type="checkbox"/> Lipase, Serum	T		Routine
<input checked="" type="checkbox"/> Thyroid Panel	T		Routine
<input checked="" type="checkbox"/> Hemoglobin A1C	T		Routine
<input checked="" type="checkbox"/> Beta-2-Microglobulin, Serum	T		Routine
<input checked="" type="checkbox"/> PT	T		Routine
<input checked="" type="checkbox"/> aPTT	T		Routine
<input checked="" type="checkbox"/> Urinalysis (includes microscopic)	T		Routine
<input checked="" type="checkbox"/> Pregnancy Test, Urine	T		Routine
<input type="checkbox"/> CBC + Diff	T		Routine
Please order only one diff per day.			
<input type="checkbox"/> Lipid Panel	T		Routine
Research Labs (Day 1)			
<input type="checkbox"/> Research, Blood - Test Name: FA-1, PBL Storage, Tot. Vol: 60, Tube Qty: 01, Tube Type: Heparized Syringe, Collec	T		Routine
Route: Store at room temp, send to 10/8C-309 by 0900			
<input type="checkbox"/> Research, Blood - Test Name: WHBL, bDNA, Plasma Storage, Tot. Vol: 30, Tube Qty: 05, Tube Type: K2 EDTA, Collec	T		Routine
Route: Store at room temp, send to 10/8C-309 by 0900			
<input type="checkbox"/> Research, Blood - Test Name: WHDA, Tot. Vol: 6, Tube Qty: 01, Tube Type: Purple Top, Collec	T		Routine
Route: Store at room temp, send to 10/8C-309 by 0900			
<input type="checkbox"/> Research, Blood - Tot. Vol: 7, Tube Qty: 01, Tube Type: SST, Collec	T		Routine
Route: Store at room temp, send to 10/8C-309 by 0900			
<input checked="" type="checkbox"/> Research, Urine - , Collec	T		Routine
Route: Hold for Bat			

Select the orders for which a date is to be specified with shift-clicks and/or control-clicks.

Select the "Change Date" function.

Change Date...
Cancel Help

Screen 15: Order Set change date

Order Set Summary

Order Set: 044-0018 Illade

Order Items

Order Item	Frequency	Time	Route
<input type="checkbox"/> Measurements - Weight - Freq: On arrival	T		Routine
<input checked="" type="checkbox"/> Measurements - Weight - Freq: once daily ; in AM	T		Routine
<input checked="" type="checkbox"/> Vital Signs - Freq: four times daily ; Blood Pressure ; Pulse ; Respirations ; Temperature	T		Routine
<input type="checkbox"/> Nursing Activity - Activity: Ambulate as tolerated	T		Routine
<input type="checkbox"/> Diet Order	T		Now
Patients can only have ONE Diet or NPO Order active in the system at a time. You MUST review and discontinue any current active orders BEFORE you			
<input checked="" type="checkbox"/> Intake + Output - Freq: Q8H ; Intake and Output	T		Routine
Admission Labs			
<input type="checkbox"/> Chem 20 Panel	T		Routine
<input type="checkbox"/> Immunoglobulins, Quantitative	T		Routine
<input checked="" type="checkbox"/> Amylase	T		Routine
<input checked="" type="checkbox"/> Lipase, Serum	T		Routine
<input checked="" type="checkbox"/> Thyroid Panel	T		Routine
<input checked="" type="checkbox"/> Hemoglobin A1C	T		Routine
<input checked="" type="checkbox"/> Beta-2-Microglobulin, Serum	T		Routine
<input checked="" type="checkbox"/> PT	T		Routine
<input checked="" type="checkbox"/> aPTT	T		Routine
<input checked="" type="checkbox"/> Urinalysis (includes microscopic)	T		Routine
<input checked="" type="checkbox"/> Pregnancy Test, Urine	T		Routine
<input type="checkbox"/> CBC + Diff	T		Routine
Please order only one diff per day.			
<input type="checkbox"/> Lipid Panel	T		Routine
Research Labs (Day 1)			
<input type="checkbox"/> Research, Blood - Test Name: FA-1, PBL Storage, Tot. Vol: 60, Tube Qty: 01, Tube Type: Heparized Syringe, Collec	T		Routine
Route: Store at room temp, send to 10/8C-309 by 0900			
<input type="checkbox"/> Research, Blood - Test Name: WHBL, bDNA, Plasma Storage, Tot. Vol: 30, Tube Qty: 05, Tube Type: K2 EDTA, Collec	T		Routine
Route: Store at room temp, send to 10/8C-309 by 0900			
<input type="checkbox"/> Research, Blood - Test Name: WHDA, Tot. Vol: 6, Tube Qty: 01, Tube Type: Purple Top, Collec	T		Routine
Route: Store at room temp, send to 10/8C-309 by 0900			
<input type="checkbox"/> Research, Blood - Tot. Vol: 7, Tube Qty: 01, Tube Type: SST, Collec	T		Routine
Route: Store at room temp, send to 10/8C-309 by 0900			
<input checked="" type="checkbox"/> Research, Urine - , Collec	T		Routine
Route: Hold for Bat			

Enter the date orders are expected to be performed.

Change Date

Date: 8/24/2004

When: << < Aug 2004 > >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Select All Deselect All Edit... Change Date...

OK Cancel Help

Order dates will then be updated accordingly. The orders should be reviewed once more on the Order Entry Worksheet before being submitted.

Order Entry Worksheet - Mouse, Minnie

Allergies: Drug: acetaminophen, Clonidine

Requested By: Me Other: Source:

Date: / / Time:

Session
Type: Future Outpt/Pre-Admit Reason: Clinic - OP3 - 8/24/04

Manual Entry Searching for ...

Order	Cost
04-DK-0061 Inv Meds	
04-DK-0105 Inv Meds	
04-EI-0115 Inv Meds	
04-H-0062 Inv Meds	
04-H-0078 Visit 1 (Outpatient)	
04-H-0078 Visit 2 (Inpatient)	
04-H-0143 Inv Meds	
04-I-0018 Inade	
04-I-0087 Inv Meds, IP	
04-I-0118 Inv Meds	
04-I-0118 Inv Meds Take Ho...	
04-I-0172 Inv Meds	

Clinic - OP3 - 8/24/04

Beta-2-Microglobulin, Serum	8/24/2004 Routine	Hold
PT	8/24/2004 Routine	Hold
aPTT	8/24/2004 Routine	Hold
Urinalysis (includes microscopic)	8/24/2004 Routine	Hold
Pregnancy Test, Urine	8/24/2004 Routine	Hold
Research Labs (Day 1)		
Research, Urine - Test Name: Single voided urine, Tot. Vol. 16, # of Cont. 02, Type of Cont. 8 mL conical tubes, Collec. Route: Hold for Raj	8/24/2004 Routine	Hold
Research Labs (Day 5)		
Research, Urine - , Tot. Vol. 16, # of Cont. 02, Type of Cont. 8 mL conical tube, Collec. Route: Single voided urine	7/5/2004	Hold

Submit orders

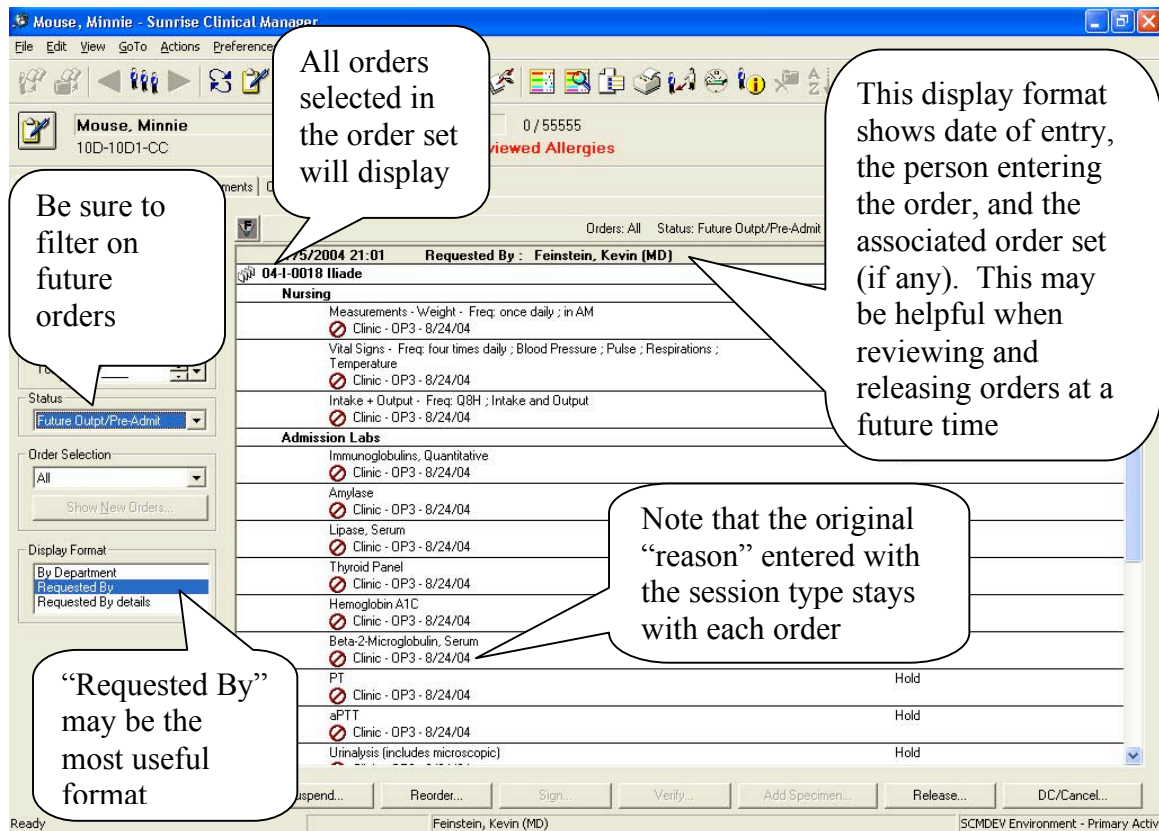
Submit Cancel Hide Worksheet Help

Add... View... Item Info... Message... Expert Dosing... Edit... Delete... Copy... Add Specimen...

Screen 16: Future Outpt/Pre-Admit orders summary pane

Review Orders for Future Outpt/Pre-Admit

All orders entered and submitted under the "Future Outpt/Pre-Admit" session type can also be easily reviewed with the help of the order filters.



Screen 17: Future Outpt/Pre-Admit status filter

Ordering Take Home Medications

Take Home Medications include those prescribed in a clinic for home use, in the hospital at the time of an inpatient discharge, and for use on pass. All orders for take home medications require the correct session type in order to be processed correctly by the outpatient pharmacy.

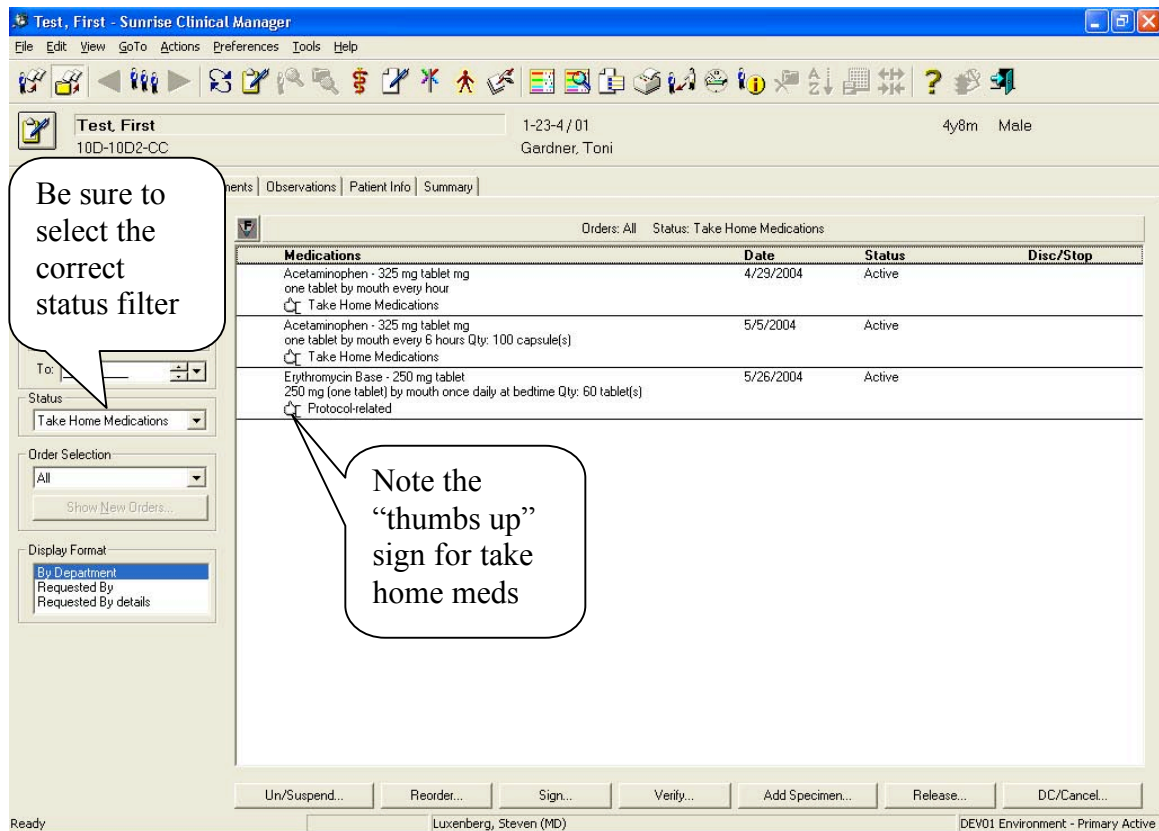
Take home medications can be easily ordered from the pharmacy quick order screens, which have common take home prescriptions and quantities pre-filled on the order forms. Be sure to change the session type to Take Home Medications before submitting these orders

Screen 18: Take Home Medications session type

If it's appropriate to prescribe the current inpatient regimen of medications to a patient who is about to be discharged, a quick way to create these orders is via the "reorder" function. Simply "right-click" on the order for discharge, pick "Reorder," and pick "Current." The "reordered" medication will then appear on the order entry worksheet, awaiting any appropriate modifications and review before being submitted. You will need to change the session type to Take Home Medications before submitting these orders.

Review Orders for Future Outpt/Pre-Admit

All current "Take Home Medication" orders can also be easily reviewed with filters.



Screen 19: Take Home Medications status filter

Take home medications do not appear in the worklist manager for documentation of administration. However, they will generate "duplicate order" or "drug interaction" warning messages, since they are considered active. Prescribers may choose to suspend active outpatient prescriptions during inpatient stays, and unsuspend as appropriate at the time of a patient's discharge, in order to avoid these duplicate messages.

Note: Take Home Medications that are no longer appropriate for the patient should be cancelled by the responsible Prescriber(s).

Entering Orders

1. From the **Order Entry Worksheet**, locate an order you want to enter. Click **Add**.
2. Fill in the requested information.
 - a. There may be special instructions about the order in the **Messages** box. This is informational only, and cannot be changed.
 - b. Required fields are marked with a blue star. Data must be entered into these fields prior to submitting the order.
 - c. Other fields are optional. These are completed when there is more information to convey about the order.

- d. Some fields already contain prefilled/default data when you open the form. These fields may be modified as needed.
- e. The **Frequency** field is often too short to display all the frequency details. You can select an option, click in the field and arrow to the right to read the entire field if needed.

General Medications - Templar, Simon

Order: Acetaminophen Order ID: 001BBM913

Requested By: Bove, Lisa

Messages: *** Important *** Note: Maximum pediatric daily dose is 75 mg/kg/day up to 4 grams/ ...

Ordering Information

☐ Conditional Order Template Name: Acetaminophen 325 mg tablet, Variable Dos

Usual Peds Dose: 10-15 mg/kg/Dose MAX = 650 mg/Dose
 MAX Peds Daily Dose: 75 mg/kg/Day MAX = 4 grams/Day
 MAX Adult Daily Dose: 4 grams/Day

Strength: 325 mg tablet

★ Low Dose: 325

High Dose:

★ Unit: mg

★ Tabs/Caps per Dose: one tablet

★ Route: by mouth

Route Modifier:

★ Frequency:
 PRN
 PRN Reason:

once daily
 once daily in the morning
 once daily at bedtime
 once daily before a meal
 once daily before breakfast
 once daily before lunch
 once daily before dinner
 once daily with a meal
 once daily with breakfast
 once daily with lunch

OK Cancel

Submit Cancel C/Cancel...

Bove, Lisa (MD) SCMDDEV Environment

Screen 20: Order form with frequency field

3. Click **OK**.
4. Click **Submit**.

Edit or delete an order before submitting

You can edit or delete an order BEFORE submitting it

1. To edit an order before submitting it
 - a. Select the order you want to edit.
 - b. Click Edit. The Order Entry Form for the selected order opens.
 - c. Change or add to the existing fields. Click **OK**. You return to the **Order Entry Worksheet**.
2. To delete an order before submitting it

- a. Select the order you want to delete.
- b. Click **Delete**. The order is removed from the order summary window.

If you enter, but don't submit orders on the **Order Entry Worksheet**, and then hide the worksheet, the icon changes to indicate that there are unsubmitted orders. You cannot log off or switch to another patient's chart until you submit or delete unsubmitted orders.



Screen 21: Unsubmitted Orders Icon

Enter Order Sets

Order sets are groups of orders commonly ordered at one time. You order an order set just as you would an individual order - using the **Order Browse** on the **Order Entry Worksheet**. If you don't want every item in the order set, you can eliminate parts of an order set when you order it.

How Order Sets Work

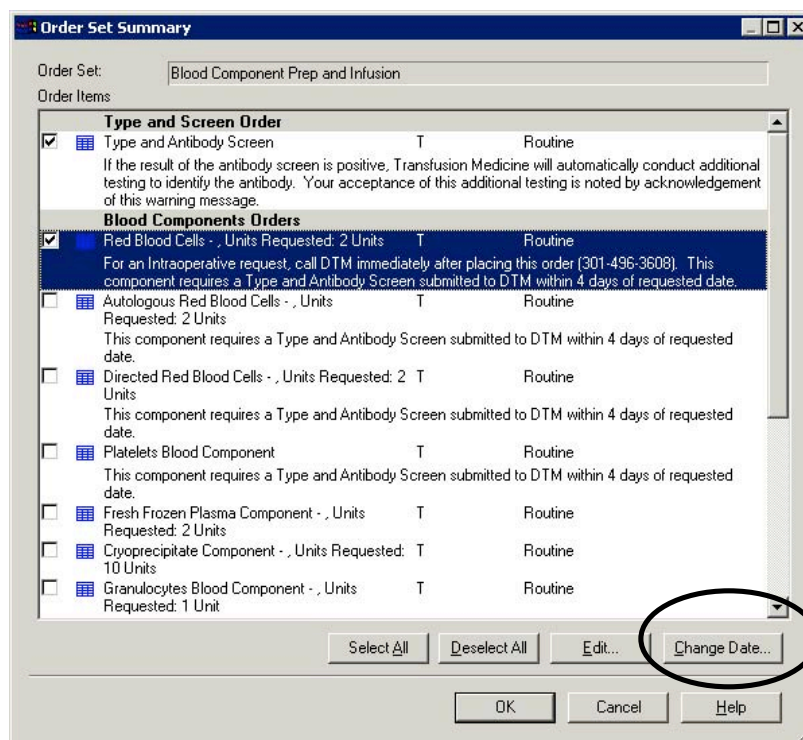
Order sets are groups of orders conveniently located together to allow order entry at one time. There are three types of order sets

- Non-protocol order sets are groups of orders commonly ordered at one time
- Protocol order sets are groups of orders specific to the protocol. Some are grouped by visit or phase. Others are grouped by type of order
- Quick orders are medication orders pre-filled with common dosages, frequencies and administration routes
- When tests/procedures or other orders happen in sequence, the days can be built into the order set
 - T= today, the day the order set is ordered or released from hold
 - T+1 = tomorrow, the day after the order set was ordered or released from hold
- Check marks are used to select the items from the order set that you want to order
 - Items are usually ordered for everyone (both sexes) are pre-set
 - You can add or deselect individual items
 - If whole order is radically different, just deselect all and select the ones you want

- ☐ Pre-set checkmarks redisplay for next time you use order set
- Headings are just informational for Prescribers
 - No matter how orders are grouped in the order set, they are programmed to display in specific spots on the order display
 - If you filter the order display by details, it will bring all the order set together under the name of the order set
- There are no pre-filled repeat orders within order sets
 - Prescribers can create repeat orders from the Order Entry, but they can't be pre-filled in the order set.

Working with Order Sets

The **Order Set Summary** dialog box displays all the inactive order items in an order set. You may remove or edit individual items in the order set as necessary. You also can specify or change the start date for each of the items using the **Change Date** button.



Screen 22: Order Set

Processing Order Sets

When you add an order set, CRIS displays the **Processing Orders** progress indicator that shows you the following

- The number of orders to be processed,
- Where CRIS is in processing the orders, and
- The number of warnings associated with the orders.

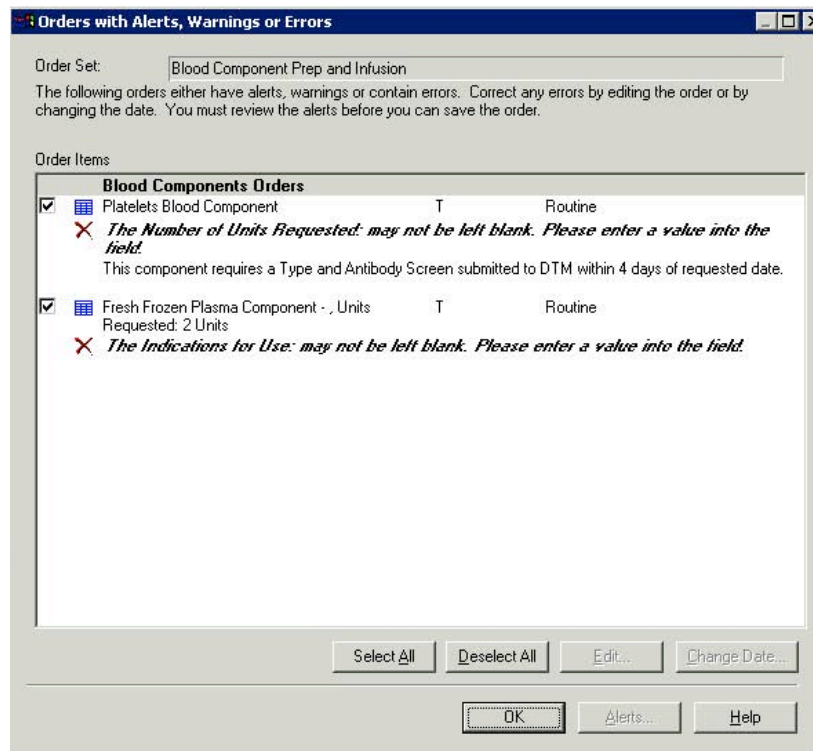
- Any warnings or errors display in a dialog box. After the order is completed, if there were warnings or errors, the **Orders With Alerts, Warnings or Errors** dialog box opens.



Screen 23: Processing Order Sets Dialog box

Alerts, Warnings or Errors When Processing Order Sets

This dialog box allows you to review any alerts, warnings, or errors for orders in an order set that violate clinical parameters, exceed dosage limits, and so on.

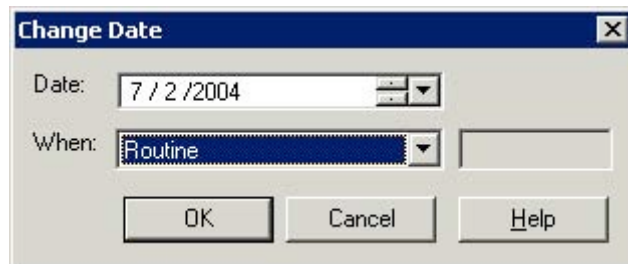


Screen 24: Orders with Alerts, Warnings or Errors Dialog box

Changing the Date for Order Items in an Order Set

The **Change Date** dialog box allows you to select one or more order items from an order set and change the start date(s).

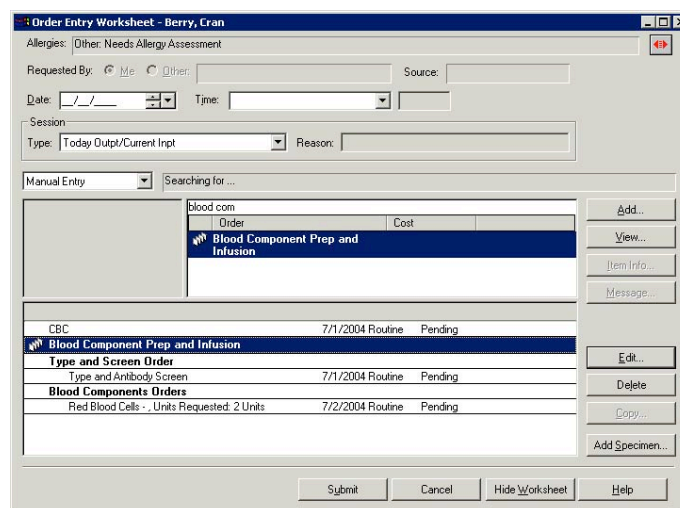
Note: If you choose several orders and apply a coded time that one (or more) of the orders does not support, those orders generate an error message, and you return to the **Order Set Summary** dialog box. The orders that generated errors are highlighted.



Screen 25: Change Order Set Date dialog box

To change the date of an unsubmitted order within an order set

1. In the **Order Summary** window of the **Order Entry Worksheet**, select the order set containing the order you want to modify and click **Edit**.
2. The **Order Set Summary** dialog box opens.



Screen 26: Unsubmitted Order Set

3. Select the order(s) for which you want to change the date, and click Change **Date**. The **Change Date** dialog box opens.
4. Specify a date and time for the order(s), then click **OK**. You are returned to the **Order Set Summary** dialog box.

Note: When you change the date of a hold order, it releases the hold on the order.

5. Click **OK**.
6. Continue entering orders on the **Order Entry Worksheet**, or click **Submit** to submit the order set.

Department Specific Orders**Critical Care Medicine**

Most CCMD orders are not available via the orders browse. These orders are restricted to CCMD Prescribers and are all part of order sets starting with CCMD. ACLS orders are only available through an order set call CCMD Admission Orders

Order Set Summary

Order Set: CCMD Admission Orders

Order Items

Order Item	Frequency	Target
<input checked="" type="checkbox"/> CCMD Adult ICU Emergency Orders		
<input checked="" type="checkbox"/> Cardiac Monitor	T	Routine
<input checked="" type="checkbox"/> Pulse Oximetry -	T	STAT
Frequency: <Continuous>; Target Sat: 92%		
This order is intended for continuous or overnight oxygen monitoring to be performed by Respiratory Therapy Staff.		
<input type="checkbox"/> Hemodynamic Monitoring: Nursing -	T	Routine
Freq: <Continuous>; Measure and Record; Systolic Arterial Pressure; Diastolic Arterial Pressure; Mean Arterial Pressure; After Arterial Line placement		
Hemodynamic Monitoring provided by Nursing staff is not to be used for intensive care patients. Order Hemodynamic Monitoring: Respiratory Tx. for intensive care patients.		
<input type="checkbox"/> Urinary Catheters - Freq: Now; Tube Type: Foley catheter; Apply/Insert; Connect To Gravity Drainage	T	Routine
<input type="checkbox"/> Gastrointestinal Tubes - Suction - Freq: <Continuous>; Tube Type: Nasogastric; Suction; Amt of Suction Low intermittent suction	T	Routine
<input type="checkbox"/> Supports/Binders - Freq:	T	Routine

Select All Deselect All Edit... Change Date...

OK Cancel Help

Screen 27: ACLS Orders

DASS

The following are the available DASS department service requests

- ☐ Off Site Anesthesia Request
- ☐ OR/Anesthesia Request

These service requests replace the MIS OR Scheduling Card (aka Mis-O-Gram) to communicate patient scheduling information for surgery and anesthesia services outside of the OR. The weekly OR Schedule is created by DASS from the data submitted on these service requests. Both of these service requests must be entered in the Session Type Current Inpt/Today Outpt session. DASS will not get notice of the request to book a case if entered in other session types.

Laboratory

Once entered into CRIS, Lab orders are interfaced to the Lab computer system for accessioning, specimen collection and resulting. Most lab orders use the same order form.

The screenshot shows a software window titled "DLM General Lab with Mini-Volume - Templar, Simon". The form contains the following fields and controls:

- Order:** A text box containing "CBC + Diff".
- Order ID:** A text box containing "001BBN023".
- Requested By:** A text box containing "Bove, Lisa".
- Messages:** A text box containing "Please order only one diff per day." with a small icon to its right.
- Ordering Information:** A section with a "Conditional Order" checkbox (unchecked) and a "Condition..." button.
- Template Name:** A text box.
- Requested Collection Priority:** A dropdown menu with "Routine" selected.
- Requested Result Priority:** A dropdown menu with "Routine (4 hours)" selected.
- Reason for STAT or Priority Request:** A large text area.
- Collect Specimen On:** A date picker showing "7/14/2004".
- Alternate Printing Note:** A text box containing the instruction: "Specimen collection and label printing will occur at the patient's registered clinic/unit location at the time the specimen is due to be drawn. If you want specimen collection and label printing to occur elsewhere, indicate location in the field below."
- Specimen Collection/Label Printing Site:** A dropdown menu.
- Blinded:** A checkbox (unchecked).
- Special Instructions:** A text box.
- Buttons:** "OK", "Cancel", "Repeat", "Item Info", and "Help" are located at the bottom of the window.

Screen 28: General Lab order entry form

General Laboratory order entry fields

1. Requested Collection Priority
 - Stat – same as in MIS, as defined by the department
 - Non-Stat Time Sensitive – needs to be done at a certain time (time specific)
 - Routine – each department defines routine
2. Requested Result Priority
 - Routine – resulted within 4 hours
 - Priority – resulted within 2 hours
 - STAT – resulted within 1 hour
3. Reason for Stat or Priority Request
 - Enter a note in this field to explain why the test is needed test or at a specific time.
4. Collect Specimen On
 - This field is used to define the date that you want the specimen collected.
5. Specimen Collection/ Label Printing Collection Site
 - Specimen collection and label printing will occur at the patient's registered clinic/unit location at the time the specimen is due to be drawn. If you want specimen collection and label printing to occur elsewhere, indicate location in the field.
6. Blinded Checkbox
 - Check this box if this study is part of a blinded study
7. Special Instructions
 - Use the special instructions field to enter information needed to process this order. Mail-in instructions would be entered into this field as well.

Lab orders will be entered in the Pending Collection status. All specimen collection information will be entered into the Lab system and sent to CRIS when updated.

DLM had standardized the number of serial samples for all tests

- 01-08
- 09-15
- 16-25
- 26-40

Certain Lab tests will require that the order requisition be sent to the lab along with the specimen. These include tests that require information written on the label and/or on the order requisition. Specimens sent to the lab with Admissions labels (no bar code label available) must always be sent with the Order Requisition. Information must be written and sent with drug test order

requisitions. If this information is missing, the test will be performed and a result comment attached to notify physician that additional information (dose, route, time) may be required for proper result interpretation.

Test Name	Information to be Included on Order Requisition	Information to be Written on Tube
DRUGS		
Acetaminophen	Time of draw	
Amikacin	Time, date, route of dose; time of draw; start-stop times of IV dose	
Carbamazepine	Time, date, route of dose; time of draw	
Cyclosporin	Time, date, route of dose; time of draw	
Digoxin	Time, date, route of dose; time of draw	
Gentamicin	Time, date, route of dose; time of draw; start-stop times of IV dose	
Lithium	Time, date, route of dose; time of draw	
Methotrexate	Time, date, route of dose; time of draw, start-stop times of IV dose	
Phenobarbitol	Time, date, route of dose; time of draw	
Phenytoin	Time, date, route of dose; time of draw	
Tacrolimus	Time, date, route of dose; time of draw	
Tobramycin	Time, date, route of dose; time of draw, start-stop times of IV dose	
Valproic Acid	Time, date, route of dose; time of draw	
Vancomycin	Time, date, route of dose; time of draw; start-stop times of IV dose	
Sirolimus	Dose, Time and date of last dose, time of draw	
Itraconazole	Pre, Post, or Random; Time and date of draw, infusion start/stop time, any antimicrobials	Write on Label: Pre or Post or Random (the same test must be ordered separately for Pre, Post, Random)

Test Name	Information to be Included on Order Requisition	Information to be Written on Tube
Flucytosine	Pre, Post, or Random; Time and date of draw, infusion start/stop time, any antimicrobials	Write on Label: Pre or Post or Random (the same test must be ordered separately for Pre, Post, Random)
Sulfamethoxazole	Pre, Post or Random; Time and date of draw, infusion start/stop, dose	Write on Label: Pre or Post or Random (the same test must be ordered separately for Pre, Post, Random)
Sulfonamides	Pre, Post or Random; Time and date of draw, dose, type of Sulfonamide	Write on Label: Pre or Post or Random (the same test must be ordered separately for Pre, Post, Random)
Sulfadiazine	Pre, Post or Random; Time and date of draw, dose, type of Sulfa drug	Write on Label: Pre or Post or Random (the same test must be ordered separately for Pre, Post, Random)
CRIS test name	Print order requisition with following information or write needed information on order requisition; send to DLM	
BLOOD GASES/ CCMD		
Blood Gas, Art.	FIO ₂ , temperature	
Cooximeter Panel, Art.	FIO ₂ , temperature	
Chem2, WB, Art.	FIO ₂ , temperature	
Chem2, WB, Art, OR	FIO ₂ , temperature	
Blood Gas, Ven.	Temperature	
Cooximeter Panel, Ven.	Temperature	
Chem2, WB, Ven.	Temperature	
Chem2, WB, Ven, OR	Temperature	
Microbiology Specimens	Send order requisitions for all Microbiology specimens	
MISCELLANEOUS		
24 hour Urine Tests	If Aliquot, Total volume of collection; date and time of collection	
A.M. list draws combined with later timed draw order		Send any extra bar code labels with the specimen
Amino Acid Quant, 1-5, Serum	List up to 5 specific Amino Acids to be tested	

Test Name	Information to be Included on Order Requisition	Information to be Written on Tube
Anti-Pneumococcal AB, Anti-Diphtheria, Haemophilus influenza B, Tetanus, Meningococcal	Pre, Post or Random	Write on Label: Pre or Post or Random (the same test must be ordered separately for Pre, Post, Random)
Anti Xa Low Molecular Weight Heparin		Write on Label: Time of the draw post injection
Body Fluid Tests	Type of body fluid	
Bone Marrow Analysis	Contains required patient information	
Chemo Differentials		Mark Label with Red dot
CSF specimens		Write on Label: Number of tube drawn
Indinavir, If patient is on		Write on Label: INDINAVIR
Mail in specimens	Date of Specimen Collection	Write on Label: "MI" or mail in
N-Methylhistamine, Ur	Indicate if Pt is on antihistamines. Volume if 24 hr collection	
Ntx-Telopeptides, Ur	Indicate if 24hr collection or random (must be other than 1st AM void).	
Organic Acids, Ur	Indicate suspected organic acids	
Research Blood, Urine, Other	Print requisition, send to performing lab	Write on Label: Collection time if required
Sendout Tests, "OTHER"	Name of approved Test	
Serial Tests	Write date of collection; Send Test requisition that includes specimen collection times; indicate time points variances	Send empty tube if time skipped (blood not drawn for that time point); send unused labels at end of sequence or empty tubes if already labeled.
Timed test		Write on Label: Time of draw
WBC STR Profile	Donor and recipient names	
Xylose-5gm dose, 5hr, ur	Dose and Time given, time drawn	
Xylose-25gm dose, 5hr, ur	Dose and Time given, time drawn	

Nursing

Three orders that alert nurses that a test or procedure is scheduled. These do not interface with CAS, just a send a message to Nursing.

- Unit Tests – most serial tests
- Procedure – On Unit
- Procedure – Off Unit
 - These service requests ask about conscious sedation so nurses can plan

Nutrition

The following are the available Nutrition department orders

- Diet Order
- Meal Delivery: Interrupt
- Nothing by Mouth – NPO
- Nutrition Consult (Clinical)
- Nutrition Consult (Research)
- Oral Supplements
- Paper Tray Service
- Pediatric Formulas
- Special Nutrition Requests
- Tube Feeding – Adult
- Tube Feeding - Pediatric

There is an interface between CRIS and the Nutrition Department computer system (CBORD)

- The Nutrition Department computer system only recognizes one order, the last one
- There is nowhere for Special Instructions to go in the Nutrition Department computer system, so it isn't on the diet or NPO form
- If you need to communicate something about the diet – where to deliver, no red Kool Aid – use the **Special Nutrition Request**

Diet Order

The Diet Order is used to enter any diet and specific restrictions. Up to seven (7) restrictions can be entered into the Diet Order at one time. A patient can only be on one active diet order at any point in time in our computer system. The patient can be on multiple restrictions (e.g. 1800 calories and 2 gram sodium), but only one order. The combination of restrictions, entered at the same time, form a diet order. All restrictions have to be entered at the same time to be active together. If you enter a diet order for a 1800 calorie diet and then went back in and entered a 2 gram sodium diet for example, the nutrition department system would 'overwrite' the 1800 calorie diet with the 2 gram

sodium diet. When you want to change the patient's Diet Order, you should discontinue to active Diet Order and enter a new one.

The screenshot shows a window titled "Nutrition Diet Order - Templar, Simon". It contains the following fields and controls:

- Order:** Diet Order
- Order ID:** 00188M839
- Requested By:** Bove, Lisa
- Messages:** Patients can only have ONE Diet or NPO Order active in the system at a time. You M...
- Ordering Information:**
 - ☐ Conditional Order
 - Condition...** button
 - Template Name:** [empty field]
- Start Time:** Now (dropdown)
- Start Date:** 7/14/2004 (calendar)
- Stop Time:** [empty dropdown]
- Stop Date:** __/__/__ (calendar)
- Preparation/Additional Instructions:** You must select one but no more than seven restrictions from any or all of the choice listings below. (text area)
- Option 1: Complete Alphabetical List:** Full Liquid (dropdown)
- Option 2: Complete Alphabetical List:** [empty dropdown]
- Calorie Controlled:** [empty dropdown]
- Diabetic:** [empty dropdown]
- Fat Modified:** [empty dropdown]
- Fluid Restrictions:** [empty dropdown]

At the bottom are buttons for **OK**, **Cancel**, **Repeat**, **Item Info**, and **Help**.

Screen 29: Diet Order form

The Option 1 and Option 2 fields include a list of all diets and restrictions. These fields can be used to enter the diet restrictions, or you can enter restrictions into the specific type below.

Meal Delivery: Interrupt

Meal Delivery: Interrupt is like the MIS Delay Tray and does not require a Prescriber; nursing can enter it or complete it. To stop a meal for a specific time, use the Meal Delivery: Interrupt order. This order allows you to specify which meal you want held. You can also add instructions for nursing if appropriate. When the patient can have meal service again, this order should be completed.

Order: Meal Delivery: Interrupt Order ID: 001BBM895
Requested By: Bove, Lisa
Messages: This order is not an NPO order. Information such as type of study or procedure should ...
Ordering Information:
☐ Conditional Order Condition... Template Name:
★ Stop Meal Delivery At:
★ Stop Meal Delivery On: 7/14/2004
Instructions for Nursing Only:
OK Cancel Repeat Item Info Help

Screen 30: Meal Delivery: Interrupt order

Nothing by Mouth – NPO

Use the NPO order to stop all food service. You can enter specific nursing information in this order if needed, as well. This order should either include a stop date and time or should be completed when you want meal service to resume.

Order: Nothing by Mouth - NPO Order ID: 001BBM897
Requested By: Bove, Lisa
Messages: Patients can only have ONE Diet or NPO Order active in the system at a time. You M ...
Ordering Information:
☐ Conditional Order Condition... Template Name:
★ Requested Start Time:
★ Requested Start Date: 7/14/2004
Stop NPO On:
Stop NPO After:
★ NPO Type: NPO Except for Tube Feeding
NPO Except for Meds:
NPO Except for Ice Chips:
NPO Except for Sips of Water:
OK Cancel Repeat Item Info Help

Screen 31: NPO Order

Imaging Sciences/ Radiology Orders

Ordering and Resulting Process

- The order is entered by Prescriber (or Agent for Prescriber) into CRIS and has a Pending Completion of Study status on Orders Tab.

- The order interfaces with Radiology Information System (RIS).
- The order also goes to Mitra Broker-All equipment queries patient information and study description.
- When the study is completed by the technologist in the RIS the message goes to and the RIS as sends a message to the Dictaphone interface which makes the Dictaphone ID valid.
- The Radiologist scans the Dictaphone ID located on the patient request with the Dictaphone equipment and dictates the report.
- The Transcriptionist types the report in the RIS and RIS sends the preliminary report to the CRIS the MITRA Broker, and to the Radiologist Case Signout application in RIS.
- The Radiologist signs the preliminary report in RIS and the RIS sends the Final report to CRIS interface and MITRA Broker.

The orders within the Imaging Department are grouped by service and the order names begin with the type of order, for example, NM for Nuclear Medicine, DX for X-Rays.

Order Entry Worksheet - Templar, Simon

Allergies: Drug: A & D; Drug Category: penicillins; Environmental: Insect stings

Requested By: ☒ Me ☐ Other: _____ Source: _____

Date: ____/____/____ Time: ____:____

Session
Type: Today Outpt/Current Inpt Reason: _____

Start Of Browse Contents of '/Imaging Sciences/Radiology/X-Ray/Chest/Torso'

Imaging Sciences/Radiology

+ Computerized Tomography

+ Digital Film Library Copy Request

+ Fluoro/Myelogram/Venogram

+ Image Processing

+ Interventional/Special Procedures

+ Magnetic Resonance Angiography

+ Magnetic Resonance Imaging

+ Mammography

+ Nuclear Medicine

+ PET Studies

+ Read Outside Films

+ Ultrasound

+ X-Ray

+ Abdomen/Pelvis

+ Babygram

+ Barium & UGI Studies

+ Bone Age

+ Bone Series

+ Chest/Torso

Type here to enter order name

Order	Cost
<input checked="" type="checkbox"/> DX Chest-Apical Lordotic	
<input checked="" type="checkbox"/> DX Chest-Decub-Bilateral	
<input checked="" type="checkbox"/> DX Chest-Decub-Left	
<input checked="" type="checkbox"/> DX Chest-Decub-Right	
<input checked="" type="checkbox"/> DX Chest-Inspiration & Expiration	
<input checked="" type="checkbox"/> DX Chest-Oblique	
<input checked="" type="checkbox"/> DX Chest-Pa & Lat	
<input checked="" type="checkbox"/> DX Chest-Single View	
<input checked="" type="checkbox"/> DX Clavicle-Left	
<input checked="" type="checkbox"/> DX Clavicle-Right	
<input checked="" type="checkbox"/> DX Clavicles-Bilateral	
<input checked="" type="checkbox"/> DX Ribs-Bilateral	
<input checked="" type="checkbox"/> DX Ribs-Left	
<input checked="" type="checkbox"/> DX Ribs-Right	
<input checked="" type="checkbox"/> DX Sternoclavicular Joints	
<input checked="" type="checkbox"/> DX Sternum	

Screen 32: Imaging Sciences/Radiology order browse

The screenshot shows a software window titled "Imaging X-Ray General - Templar, Simon". It contains several input fields and buttons:

- Order:** DX Chest-Pa & Lat
- Order ID:** 00188Q184
- Requested By:** Bove, Lisa
- Messages:** (empty text box with a small icon to the right)
- Ordering Information:**
 - ☐ **Conditional Order** (with a "Condition..." button next to it)
 - Template Name:** (empty text box)
 - ★ Priority:** (dropdown menu)
 - Reason for STAT or Priority Precedence:** (large text area)
 - ★ Schedule Patient for Test/Exam On:** (date/time picker)
 - ★ Reason for Exam/Diagnoses/History:** (large text area)
 - ★ Location of Exam:** 01 - Radiology Department (dropdown menu)
 - ★ Pregnancy Status:** 02 - No (dropdown menu)
 - ★ Can Pt Comprehend English Instructions:** 01 - Yes (dropdown menu)
 - ★ Transport Mode:** 01 - Ambulatory (dropdown menu)
 - Special Instructions:** (text area)
- Buttons:** OK, Cancel, Repeat, Item Info, Help

Screen 33: General Radiology order form

General Radiology order entry fields

1. Priority
 - Stat – same as in MIS, as defined by the department
 - Non-Stat Time Sensitive – needs to be done at a certain time (time specific) – use this priority for 'On Call' procedures. Prescribers ordering exams for MRI, Special Procedures/Interventional Radiology and Nuclear Medicine imaging should select a date and time of 12:00 hours in advance. This will be considered as a time request; it will not necessarily be the time the imaging procedure will be performed.
 - Routine – each department defines routine
2. Reason for Stat or Priority Request
 - Enter a note in this field to explain why the test is needed test or at a specific time.
3. Schedule Patient for Test/Exam on
 - ☐ This field is used to define the date that you want the test done.

4. Reason for Exam/Diagnosis/History
 - Use this field to enter information needed to describe the expected purpose of the study.
5. Blinded Checkbox
 - Check this box if this study is part of a blinded study
6. Special Instructions
 - Use the special instructions field to enter information needed to process this order. Mail-in instructions would be entered into this field as well.

Lab orders will be entered in the Pending Collection status. All specimen collection information will be entered into the Lab system and sent to CRIS when updated.

ORDER and RESULT STATUS MATRIX FOR IMAGING SCIENCES PROGRAM				
EVENT	SYSTEM STATUS			
	MIS	Radiology System (RIS)	CRIS	
			ORDERS TAB	RESULTS TAB
Order exam in CRIS			If ordered for < 72 hours from now: "Pending Completion of Study" If ordered for > 72 hours from now: "Pending"	None
Started and Completed Study in RIS	In Progress	Start and complete	Performed	None
Transcribe report	Preliminary Results	Transcribed	Interim Results Received	Preliminary
Radiologist review and sign in RIS	Final	Final (preliminary Report)	1 or more final results received	Final
Cancellations or Changes to Order or Result:				
Order cancelled by Prescriber (In			Discontinued	None

ORDER and RESULT STATUS MATRIX FOR IMAGING SCIENCES PROGRAM				
EVENT	SYSTEM STATUS			
	MIS	Radiology System (RIS)	CRIS	
			ORDERS TAB	RESULTS TAB
CRIS)-If Pending Completion of Study status				
Order cancelled by Prescriber (In CRIS)-If Pending status			Cancelled	None
Result Corrected or Amended		Addendum	Corrected Result	Modified
Multiple studies dictated together	If before signature: "Preliminary" If after signature: "Final"	If before signature: "Transcribed" If after signature: "Final"	If before signature: "Interim results received" If after signature: "1 or more final results received"	If before signature: "Preliminary" If after signature: "Final"
Cancelled in Cerner			Cancelled by Performing Department	None
Replacement Exam in RIS-When ordered			Pending Completion (for that day or next day), Pending (for 3 rd day on)	None

ORDER and RESULT STATUS MATRIX FOR IMAGING SCIENCES PROGRAM				
EVENT	SYSTEM STATUS			
	MIS	Radiology System (RIS)	CRIS	
			ORDERS TAB	RESULTS TAB
Replacement Exam in RIS-When Started and Completed in RIS		Start and complete	Performed	None
Replacement Exam in RIS-When Transcribed in RIS		Transcribed	Interim Results Received	Preliminary
Radiologist review and sign in RIS		Final (preliminary Report)	1 or more final results received	Final

Screen 34: Imaging Service Result and Order Status

Respiratory Therapy

Respiratory orders can be found in two places on the order browse

- Critical Care Medicine – Respiratory Therapy
- Respiratory Care/ Pulmonary Function – Respiratory Therapy

Order Entry Worksheet - Templar, Simon

Allergies: No active allergies on record

Requested By: ☒ Me ☐ Other: _____ Source: _____

Date: ____/____/____ Time: ____:____:____

Session
Type: Today Outpt/Current Inpt Reason: _____

Start Of Browse: _____ Contents of '/Critical Care Medicine/Respiratory Therapy/

Left-hand menu (circled sections):

- Clinical Photography/Videography
- Consults
- Critical Care Medicine**
 - Critical Care Consult
 - Critical Care Lab
 - Respiratory Therapy**
- Diagnosis
- Epidemiology Service
- Herbal/Dietary Supplements
- Imaging Sciences/Radiology
- Laboratory Medicine
- Medical Record Services
- Messenger Escort Service
- Neurology
- Nursing
- Nutrition
- Pharmacy - Formulary
- Rehabilitation Medicine
- Respiratory Care/Pulmonary Function**
 - Pulmonary Function Tests
 - Pulmonary Medicine Consult
 - Respiratory Therapy
- Social Work
- Spiritual Ministry

Main area (Type here to enter order name):

Order	Cost
Bronchial Hygiene Therapy	
End Tidal CO2 Monitoring	
Helium-Oxygen Therapy	
Hemodynamic Monitoring: Respiratory Tx.	
Hemodynamic Monitoring provided by Respiratory Therapy staff is restricted for use by intensive care patients only. Order Nursing Hemodynamic Monitoring for all other patients.	
Mechanical Ventilation	
Metabolic Cart	
Nasal Wash	
Nebulizer Hand Held	
Nebulizer Ultrasonic Therapy	
For diagnostic sputum induction, you must place a separate Sputum Induction order.	
Nitric Oxide Therapy	
Non-Invasive Ventilation	
Oxygen Therapy	
Pulmonary Mechanics	
Pulse Oximetry	
This order is intended for continuous or overnight oxygen monitoring to be performed by Respiratory Therapy Staff.	
Respiratory Therapy Consult	
Sputum Induction	
AFB sputum inductions need to be performed in a	

Buttons: Add..., View..., Item Info..., Message..., Expert Dosing..., Edit..., Delete, Copy..., Add Specimen..., Submit, Cancel, Hide Worksheet, Help

Screen 35: Respiratory Therapy Orders

- Respiratory therapy treatments requiring medication administration will be documented on the worklist.
- Orders for Pentamidine and Ribavirin require an order for a Respiratory Therapy Consult to order the required negative flow room.
- To order oxygen therapy for home use when a patient is on a pass, Prescriber should enter a Respiratory Therapy Consult order and specify requirements.

The screenshot shows a software window titled "Respiratory Therapy Consult - Templar, Simon". It contains several input fields and buttons. At the top, there are fields for "Order:" (containing "Respiratory Therapy Consult"), "Order ID:" (containing "001BBM904"), and "Requested By:" (containing "Bove, Lisa"). Below these is a "Messages:" field with a button to open a message box. A section titled "Ordering Information" contains a "Conditional Order" checkbox and a "Condition..." button. To the right is a "Template Name:" field. The main area of the form includes a "Priority:" dropdown menu set to "Routine (Today)", a "Reason for STAT or Priority Precedence:" text area, a "Request Consult On:" date field set to "7/14/2004", a "Reason for Consult:" dropdown menu set to "patient going on pass needs take home oxygen", a "Location of Consult:" dropdown menu set to "01 - Bedside", an "Educational Need:" text area, and a "Special Instructions:" text area. At the bottom are buttons for "OK", "Cancel", "Repeat", "Item Info", and "Help".

Screen 36: Respiratory Therapy Consult order

Social Work

The following are the available Social Work department orders

- ☐ Assessment - Consult
- ☐ Counseling
- ☐ Discharge Planning
- ☐ Education
- ☐ Language Interpreter
- ☐ Patient Resources
- ☐ Social Work - Participation in Conference

Social workers enter their consult document under Clinical Documentation. Social work orders will be manually completed once the order is carried out and documented.

Social Work Assessment - Templar, Simon

Order: Assessment Consult: Social Work Order ID: 001BBM903

Requested By: Bove, Lisa

Messages:

Ordering Information:

☐ Conditional Order Template Name:

★ Priority: Routine (24 Hours)

Reason for STAT or Priority Precedence:

★ Request Service On: 7/15/2004

Assess for: (Identify the items to be assessed using the checkboxes and text fields provided below. Select all that apply.)

Child/Adult Protective Services: ☐

Financial Situation: ☐

Guardianship: ☐

Living Situation: ☐

Patient/Family Coping: ☐

Substance Abuse: ☐

Other Assessments: ☐

OK Cancel Repeat Item Info Help

Screen 37: Social Work consult order

Medication Orders

Overview of medication orders

Most medications and IVs use a similar order entry form.

General Medications - Templar, Simon

Order: Digoxin Order ID: 001BBQ443

Requested By: Bove, Lisa

Messages:

Ordering Information:

☐ Conditional Order Template Name: Digoxin 0.125 mg tablet

Strength: 0.125 mg tablet

★ Dose: 0.125

★ Unit: mg

★ Tabs/Caps per Dose: one tablet

★ Route: by mouth

Route Modifier:

★ Frequency:

★ Start Date:

Order Priority/Start Time:

Stop After: 0 Clear

Administration Instructions:

Instructions to Pharmacy:

OK Cancel Repeat Item Info Help

Screen 38: Medication order entry window

Selected general medication order entry fields

1. First gray field
 - This field is used to display medication information (if available). In addition, you can click on the Item Info button at the bottom of the screen to link to Micromedex.
 - In addition, some medications have attached expert dosing available. To access the expert dosing information, click on the Expert Dosing button near the top of the form.
2. Strength
 - Pre-filled, view only field
3. Dose
 - Pre-filled, can be calculated
 - Required
4. Unit
 - Drop-down list of available dispensing units
 - Required
5. Tabs/Caps per Dose
 - Drop-down list of available dispensing units
 - Required
6. Route
 - Drop-down list of available dispensing units
 - Required
7. Frequency
 - Drop-down list of available dispensing units
 - Required
8. Start Date
 - This field is used to define the date that you want the medication started.

General Medications - Templar, Simon

Order: Digoxin Order ID: 001880443

Requested By: Bove, Lisa

Messages:

Ordering Information

☐ Conditional Order Template Name: Digoxin 0.125 mg tablet

Administration Instructions:

Instructions to Pharmacy:

Nurse to admin from Pt. supply: ☐

Pt. may admin from own supply: ☐

Patient may keep at bedside: ☐

TAKE HOME MEDICATIONS:

Take Home: ☐

Medication required for study: ☐

Quantity:

Take Home Unit:

Dispense Non-Child Proof Cap: ☐

Delivery Method:

Other Delivery Information:

PHARMACIST ONLY: ***DO NOT GO BELOW THIS LINE - The following information is to be entered by the...

Screen 39: Medication order entry form continued

Additional fields include instructions for pharmacy, fields to define take home medications, prn medications and pharmacy only dispensing fields.

Take home medication orders

Prescribers order take-home medications in both inpatient and outpatient settings. All take-home medications, including discharge, pass, and clinic prescriptions, are ordered under a TAKE HOME MEDICATION session type in CRIS. This directs the orders to the Outpatient Pharmacy for dispensing to the patient. It also allows the order to remain active across subsequent inpatient and outpatient visits, thus facilitating refills by the Clinical Center pharmacy.

- Orders for take home medications are entered as TAKE HOME Active medication orders cannot be “converted” to take-home medications as has been done in MIS. Take-home medications in CRIS require a new medical order entered under a TAKE HOME MEDICATION session type.
 - Orders of current inpatient medications for take home are reordered as TAKE HOME MEDICATION session type using the Reorder function (available by right-clicking on an order in CRIS).
 - Orders of different medications for use at home are placed as new orders in the TAKE HOME MEDICATION session type.
- Take-home medications are not included on the Medication Worklist used by the nurses to document medication administration.
- There are alerts warning of possible drug allergies and/or drug-drug interactions that may appear when placing medication orders.
- Pharmacy verification of the order is documented. No medication orders are active until verified by the pharmacy.
- Prescribers, pharmacists, and nurses are able to view a history of all take-home medications dispensed, as well as their remaining allowable refills.
- The first dose of a take-home medication is sometimes ordered to be given by the nurse before the patient leaves the Clinical Center. This dose can be included in and documented on the Medication Worklist if ordered as a separate one-time order in the Today Outpt/Current Inpt session type.



Screen 40: Take Home Medication Icon

Steps

- The Prescriber enters orders for take-home medications under the **Take Home Medication** session type.

- The Prescriber submits the order. The order will display in the order summary as “pending verification”.
- The pharmacist verifies the order; and the order status changes to active.
- Upon verification by the pharmacist, order requisitions print in the patient location and in outpatient pharmacy.
- The pharmacist prepares the medication, documents the medication to be dispensed, including the amount (e.g., 1 month supply) to be dispensed and allowable future refills and dispenses the medication as indicated in the order.

Add an additive to an IV solution order

The **Additives** dialog box allows you to enter one or more additives for an IV solution order. If the **Additive** button does not appear on the order form, you cannot add an additive to that order.

To add additives to an IV solution

1. Open the **Order Entry Worksheet**.
2. From the **Order Browse** or **Manual Entry**, choose an IV solution order.
3. Click **Add**. The order form for the solution opens.
4. To the right of the **Additives** field, click the **Additive** button.



Screen 41: IV Additives Icon

The **Additive** dialog box opens.

The Additives dialog box is a window with a title bar labeled 'Additives'. It contains a 'Name:' label followed by a text input field containing 'Potassium Chloride Inj'. Below this is a list box showing a search results list with the following items: 'Potassium Acetate Inj', 'POTASSIUM ACETATE(Potassium Acetate Inj)', 'Potassium Chloride Inj' (which is highlighted), and 'Potassium Phosphate Inj'. To the right of the list box are two buttons: 'Add' and 'Calculate'. Below the list box is a table with three columns: 'Name', 'Dosage', and 'UOM'. The table contains one row with 'Potassium Chloride Inj' in the 'Name' column, '0' in the 'Dosage' column, and a dropdown arrow in the 'UOM' column. At the bottom of the dialog box are five buttons: 'Delete', 'Recalculate', 'OK', 'Cancel', and 'Help'.

Screen 42: IV Additive window

5. In the **Name** field, enter the first few characters of an additive name and pause. The additives that start with the characters you typed display in the **Additive** list.

6. Select the additive you want from the list and click **Add**.
7. In the **Additives** grid, for each additive, enter a dosage in the **Dosage** cell and select a unit of measurement from the **UOM** cell.
8. Repeat steps 5 through 7 to add all additives as appropriate.
9. Click **OK**. The additives are checked and a message displays if no dose has been specified for any of the additives. You return to the order form.
10. Click **OK** to add the order to the **Order Summary** window of the **Order Entry Worksheet**.

Delete an additive from an order

You can delete an additive from an order before you submit the order. After an order has been submitted, you cannot delete it or any additives associated with it, but you can cancel the order.

To remove an additive from an IV order

1. Do one of the following
 - a. If you have the order form displayed, go to step 2.
 - b. If you have added the order to the **Order Summary** window of the **Order Entry Worksheet**, select the order and click **Edit**.
2. Click the **Additive** button next to the **Additives** field. The **Additives** dialog box opens.
3. Click the button to the left of the additive you want to delete.
4. Click **Delete**.
5. Click **OK**. You return to the order form.

Enter a variable-dose medication order

When entering an order, you can specify variable doses that are titrated based on changing laboratory parameters. For example, you can specify a sliding scale insulin order based on glucometer readings/serum glucose levels, or a variable heparin dosage based on PTT results.

Order: Insulin Sliding Scale Human Regular Order ID: 001BBQ439

Requested By: Bove, Lisa

Messages:

Ordering Information

☒ Conditional Order Condition... Expert Dosing... Template Name: Insulin Sliding Scale Human Regular -

Recommendations: CLICK ON Item Info BUTTON

★ Sliding Scale: 2 unit(s) if If blood sugar is 200 - 250
4 unit(s) if If blood sugar is 251 - 300
6 unit(s) if If blood sugar is 301 - 350
call MD if If blood sugar is 350 - 400

★ Route: by subcutaneous INJECTION

Frequency:

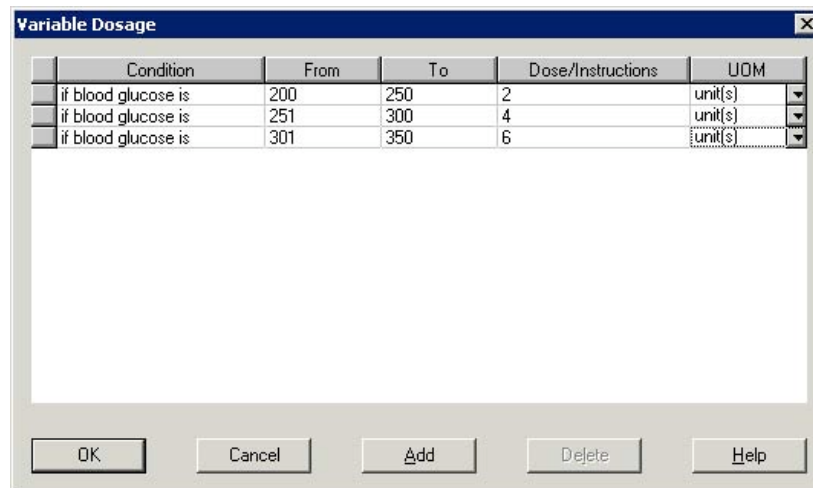
★ Start Date: 1/21/2004

OK Cancel Repeat Item Info Help

Screen 43: Variable Dose Icon

To enter a variable-dose order

1. In the **Order Browse**, select a medication order and click **Add**.
 - a. If the order is not pre-filled, the order form for the order opens.
 - b. If the order is pre-filled, it is added directly to the **Order Summary** window. Select the order and click **Edit** to open the order form.
2. Click the variable dose icon, the large arrow next to the large white box. The **Variable Dosage** dialog box opens.



The Variable Dosage dialog box contains a table with the following data:

Condition	From	To	Dose/Instructions	UOM
if blood glucose is	200	250	2	unit(s)
if blood glucose is	251	300	4	unit(s)
if blood glucose is	301	350	6	unit(s)

Buttons at the bottom: OK, Cancel, Add, Delete, Help.

Screen 44: Variable Dose Window

3. In the **Condition** field, enter the condition.
4. In the **From** field, enter the low value of the lab test.
5. If desired, in the **To** field, enter the high value of the lab test.
6. In the **Dose/Instructions** field, enter the desired information.
7. In the **UOM** field, select the appropriate units of measurement.
8. To add another condition, click **Add** and perform steps 3 through 7. Enter as many conditions, ranges, and doses as apply.
9. To remove a condition, select the condition and click **Delete**.
10. Click **OK**. The **Variable Dosage** dialog box closes and the conditions, ranges, and doses are listed in the **Variable Dose** field on the order form.

Calculate a dosage for a medication order



Screen 45: Dose Calculation Icon

When an order form includes the **Calculated Dose** and **Calc Info** fields, you can use an online calculator to determine the correct dose for a medication order. You can calculate a dose based on the per dose requirement or the daily dose requirement. You click the equal sign next to the **Calculated Dose** field to open the **Dose Calculation** dialog box.

The patient's height, weight, and body surface area are used to calculate the dose. If the height and weight haven't been entered, the **Height/Weight** dialog box displays automatically when you click the equal sign to open the **Dose Calculation** dialog box.

Once you have calculated a dose, you can recalculate it directly from the order form.

Screen 46: Dose Calculation Dialog box

To calculate a dose based on the per dose requirement

1. On the order form, click the equal sign next to the **Calculated Dose** field.
2. The **Dose Calculation** dialog box opens. If the height and weight have not been entered for the patient, the **Height/Weight** dialog box opens. After you enter the height and weight and click **OK**, the **Dose Calculation** dialog box displays.
3. Review the patient's height, weight, and body surface area. Click **Modify** to change the values in the **Height/Weight** dialog box, if desired.
4. If it is not already selected, click **Per dose requirement**.
5. Enter the requested amount of the medication in the **Requested amount per dose** field.
6. From the **UOM** drop-down list, select a unit of measure.
7. From the **per** drop-down list, select **kg** or **m2** (square meters).
8. Do one of the following
 - a. Click **Calculate**.
 - b. Press **Tab**.
9. Place the cursor in the **Ordered Amount Per Dose** field.
10. The dose is calculated and displayed in bold text in the **Ordered Amount Per Dose** field.
11. Optionally, select a **Frequency** from the drop-down list and check the **Calculate total daily dose** check box. The total daily dose is displayed.
Note: You can override the calculated dose, if desired.

12. Click **OK**. The fields in the order form are updated to display the calculated dose. The **Calc Info** field displays the formula that was used to calculate the dose.

To calculate a dose based on the daily dose requirement

1. On the order form, click the equal sign next to the **Calculated Dose** field.
2. The **Dose Calculation** dialog box opens. If the height and weight have not been entered for the patient, the **Height/Weight** dialog box opens. After you enter the height and weight and click **OK**, the **Dose Calculation** dialog box displays.
3. Review the patient's height, weight, and body surface area. Click **Modify** to change the values in the **Height/Weight** dialog box, if desired.
4. Click **Daily dose requirement**.
5. Enter the requested amount of the medication in the **Requested Daily Amount** field.
6. From the **UOM** drop-down list, select a unit of measure.
7. From the **Per** drop-down list, select **kg** or **m2** (square meters).
8. Select a **Frequency** from the drop-down list.
9. Do one of the following
 - a. Click **Calculate**.
 - b. Press Tab.
10. Place the cursor in the **Ordered Amount Per Dose** field.
11. The dose is calculated and displayed in bold text in the **Ordered Amount Per Dose** field. **Note:** You can override the calculated dose, if desired.
12. Click **OK**. The fields in the order form are updated to display the calculated dose. The **Calc Info** field displays the formula that was used to calculate the dose.

Change a calculated dose

After a dose has been calculated, you can change it in the **Dose Calculation** dialog box or from the order form. You must enter the reason you are changing the dose in the **Override Reason** field. You can choose a predefined reason, or enter free text.

To change a calculated dose from the Dose Calculation dialog box

1. In the **Ordered Amount Per Dose** field, enter the desired dose.
2. The **Override Reason** field becomes active.
3. Enter an override reason or select a reason from the drop-down list.
4. Click **OK**.

To change a calculated dose from the order form

1. Enter the desired dose in the **Calculated Dose** field and press Tab to move to the next field.
2. A message displays, asking you to provide an override reason. Click **OK**.
3. The **Dose Calculation** dialog box opens, with the **Override Reason** field active.
4. Enter an override reason, or select a reason from the drop-down list.
5. Click **OK**.

Changing the patient's height or weight for a calculated dose

If you change the patient's height and weight in the order form after a dose has been calculated, the **Calculated Dose** field is automatically updated when you enter a new value in the **Height** or **Weight** fields and press Tab to move to the next field.

Non-Formulary Medications

You can order non-formulary medications if needed. A number of orders are available via manual entry, which all start with **Nonformulary**. Select the appropriate type of nonformulary product, such as **Nonformulary Inj**, **Nonformulary Oral**, etc. Enter all the appropriate information including the medication name and dose, as well as any specific instructions needed.

The screenshot shows a software window titled "General Medications - Templar, Simon". It contains a form for entering medication orders. At the top, there are fields for "Order:" (set to "Nonformulary Oral") and "Order ID:" (set to "0018BM911"). Below these is a "Requested By:" field (set to "Bove, Lisa") and a "Messages:" field with a warning: "Important Nonformulary agents are not always stocked by Pharmacy, please c...". The main section is titled "Ordering Information" and includes tabs for "Conditional Order", "Expert Dosing...", and "Template Name:" (set to "Nonformulary Oral -"). A sample entry is shown: "Sample Drug: Nifedipine 25mg tablet, Dose: 25 Unit: mg, Tabs/Caps: one tablet". Below this are fields for "Requested Nonformulary Drug:", "Dose:", "Unit:", "Tabs/Caps per Dose:", "Route:", "Route Modifier:", "Frequency:", "PRN" (checkbox), "PRN Reason:", and "Start Date:". At the bottom are buttons for "OK", "Cancel", "Repeat", "Item Info", and "Help".

Screen 47: Nonformulary medication order form

TPN

TPN orders have some fields pre-filled. Additive amounts, however, must be entered before submitting these orders.

Parenteral Nutrition - Templar, Simon

Order: Parenteral Nutrition Order ID: 0018BN118

Requested By: Bove, Lisa

Messages:

Ordering Information:

☐ Conditional Order Template Name: Parenteral Nutrition-Adult Standard

STANDARD ADULT TPN SOLUTION
Dextrose Rate Must Be Under: 6 mg/kg/minute

Bag #:

Via:

Final Volume (ml):

TPN Additives:

- Amino Acids Inj 0 gram(s)
- Dextrose Inj 0 gram(s)
- Sodium Chloride Inj 0 mEq
- Sodium Acetate Inj 0 mEq
- Sodium Phosphate Inj 0 mmol
- Potassium Chloride Inj 0 mEq
- Potassium Acetate Inj 0 mEq
- Potassium Phosphate Inj 0 mmol

Standard Schedule - Infuse Over:

Screen 48: TPN Order Entry Form

To add the additives amounts, click the arrow next to the TPN Additives field.

Additives

Name: Insulin Human Regular Inj

Name	Dosage	UOM
Amino Acids Inj	0	gram(s)
Dextrose Inj	0	gram(s)
Sodium Chloride Inj	0	mEq
Sodium Acetate Inj	0	mEq
Sodium Phosphate Inj	0	mmol
Potassium Chloride Inj	0	mEq
Potassium Acetate Inj	0	mEq
Potassium Phosphate Inj	0	mmol
Calcium Gluconate Inj	0	mEq

Screen 49: Additives Dialog box

Scheduled Meds

Medications display on the Worklist based on the start date, stop date and frequency fields. Completing these fields is necessary to correct administer these medications.

General Medications - Templar, Simon

Order: Acetaminophen Order ID: 001BBN120

Requested By: Bove, Lisa

Messages: *** Important *** Note: Maximum pediatric daily dose is 75 mg/kg/day up to 4 grams/ ...

Ordering Information

☐ Conditional Order Template Name: Acetaminophen 325 mg tablet, Variable Dos

★ Low Dose: 325

High Dose:

★ Unit: mg

★ Tabs/Caps per Dose: one tablet

★ Route: by mouth

Route Modifier:

★ Frequency:

PRN ☐

PRN Reason:

★ Start Date: / /

Order Priority/Start Time:

Stop After: 0

OK Cancel Repeat Item Info Help

Screen 50: Scheduled medication order entry form

PRN Medications

Medications display on the Worklist as PRN only if the PRN checkbox is checked. In addition, completing the PRN Reason field will instruct the nurse when they can administer the medication.

The screenshot shows a software window titled "General Medications - Templar, Simon". It contains several input fields and buttons. The "Order" field is set to "Acetaminophen" and "Order ID" is "001BBN120". "Requested By" is "Bove, Lisa". A "Messages" field contains a note: "** Important ** Note: Maximum pediatric daily dose is 75 mg/kg/day up to 4 grams/". Below this is the "Ordering Information" section, which includes a "Conditional Order" checkbox, "Condition..." and "Expert Dosing..." buttons, and a "Template Name" field set to "Acetaminophen 325 mg tablet, Variable Dos". The main area of the form contains fields for "Low Dose" (325), "High Dose", "Unit" (mg), "Tabs/Caps per Dose" (one tablet), "Route" (by mouth), "Route Modifier", "Frequency", "PRN" checkbox, "PRN Reason" (circled), "Start Date", "Order Priority/Start Time", and "Stop After" (0). At the bottom are "OK", "Cancel", "Repeat", "Item Info", and "Help" buttons.

Screen 51: PRN Medication Order Entry form

Dispensing Medications

Pharmacists will add dispensing information to the order entry form when they dispense the medication to the patient. These fields are marked as Pharmacist Only fields and are the only fields that are active when you modify an order.

The screenshot shows a software window titled "Take Home - Templar, Simon". At the top, there are fields for "Order:" (containing "FRDA Idebenone-"), "Order ID:" (containing "001B8M517"), "Requested By:" (containing "Martin, Susan"), and "Ancillary ID:". Below these is a "Messages:" field. The main section is titled "Ordering Information" and contains a "Conditional Order" checkbox, a "Condition..." button, an "Expert Dosing..." button, and a "Template Name:" field. A large text area labeled "PHARMACIST ONLY:" contains a warning: "DO NOT GO BELOW THIS LINE - The following information is to be entered by the pharmacist only." Below this are several input fields: "Pharmacy Note:", "Total Quantity Ordered:", "Quantity Dispensed:", "Dispensing Unit:" (a dropdown menu), "Quantity Owed:", "Date Filled:" (a date picker), "Date Dispensed:" (a date picker), "Lot/PDS #:", "Manufacturer:", "Checked by:" (a dropdown menu), and "Dispensed by:" (a dropdown menu). At the bottom are "OK", "Cancel", and "Repeat" buttons. On the right side of the bottom bar are "Item Info" and "Help" buttons.

Screen 52: Pharmacist dispensing fields

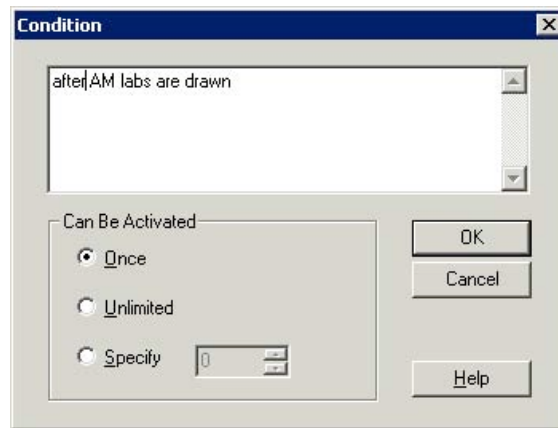
To dispense medications

1. Right-click on the order you wish to dispense.
2. Select **Modify Order – Requested by Me**. The Order Entry field will display.
3. Enter the appropriate information into the dispensing fields (white fields).
4. Click **OK**.

Special Orders

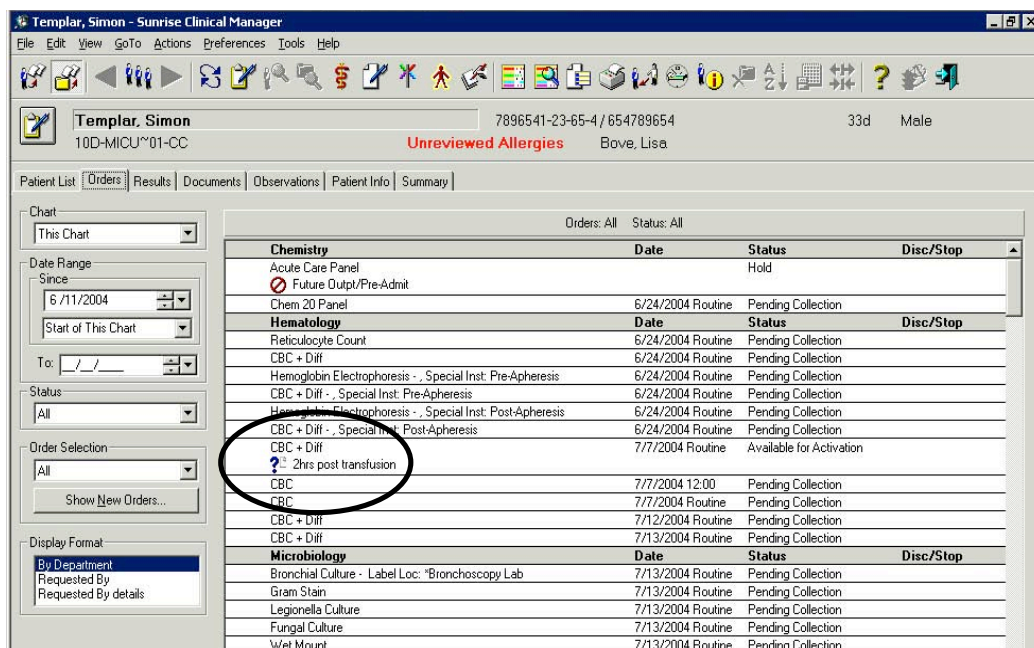
Conditional Orders

A conditional order is one that is activated when certain conditions are met. The **Condition** dialog box lets you specify the conditions that must be met for an order to be performed.



Screen 53: Condition Dialog box

The Conditional order functionality allows a Prescriber to write and enter a "conditional" medical order for future activation, based on specific requirements contained within the original order, e.g., CBC 2 hours after a red blood cell infusion is completed. Using this functionality, the Prescriber would enter an order for future execution and place the order in a special conditional status. Conditional orders are displayed with a question mark icon to visually identify their conditional status.



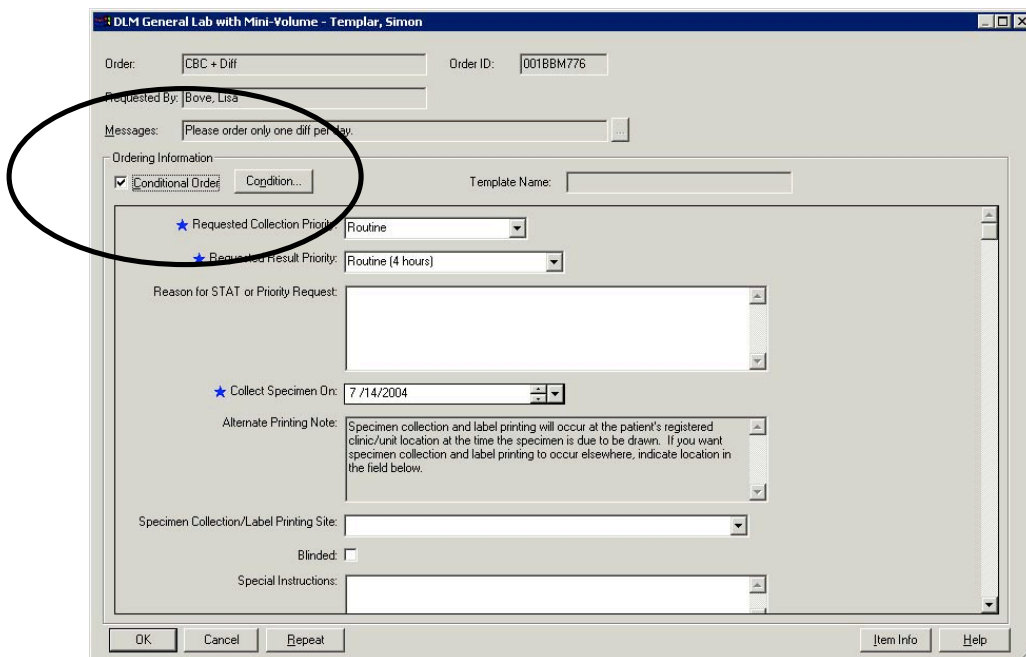
Screen 54: Conditional Order icon

The conditional order can then be activated by another Prescriber, or by a member of the Affiliate Medical Staff (considering their professional licensure, scope of practice, condition of the patient, and compliance with the conditions for execution set in the original conditional order). The activation of a conditional order must be done manually. Activation cannot automatically be done by the

system itself (e.g., automatically activate order when the patient returns for next outpatient visit).

To enter a conditional order

1. In the **Order Browse** of the **Order Entry Worksheet**, select an order that has an **Order Form** icon next to it, or select an order in the **Order Summary** window and click **Add**. The order form opens.
2. Check the **Conditional Order** check box. The **Condition** dialog box automatically opens.



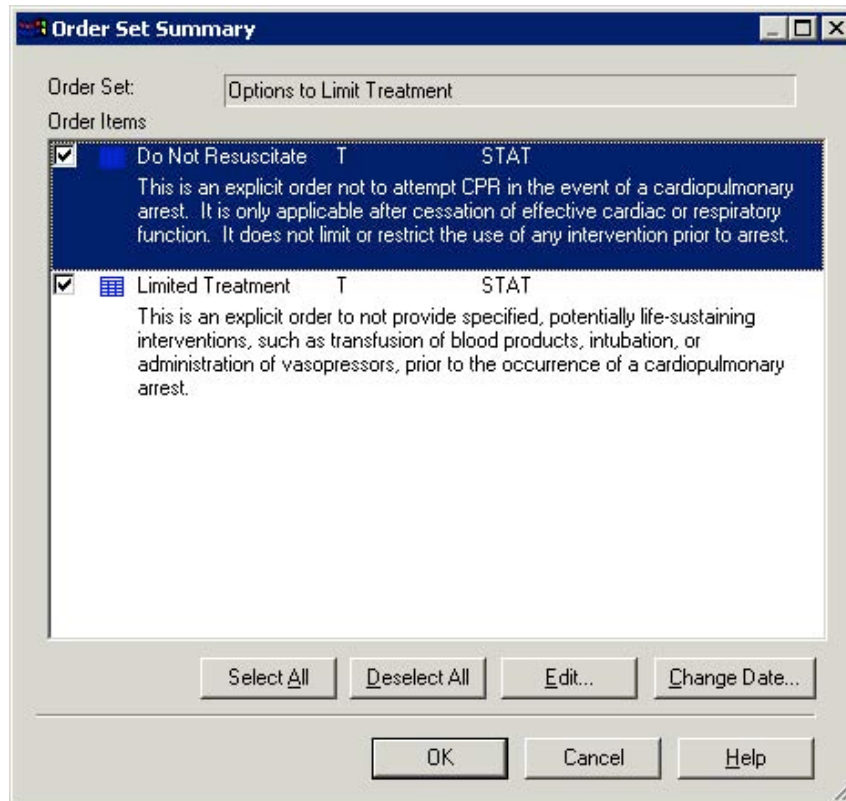
Screen 55: Conditional Order checkbox

3. Enter a condition for the order.
4. Specify the number of times the order can be activated.
5. Click **OK**.

DNR and Code Orders

DNR orders are entered as an order set called Options to Limited Treatment. There are two orders within this order set

- Do Not Resuscitate
- Limited Treatment



Order Set: Options to Limit Treatment

Order Items:

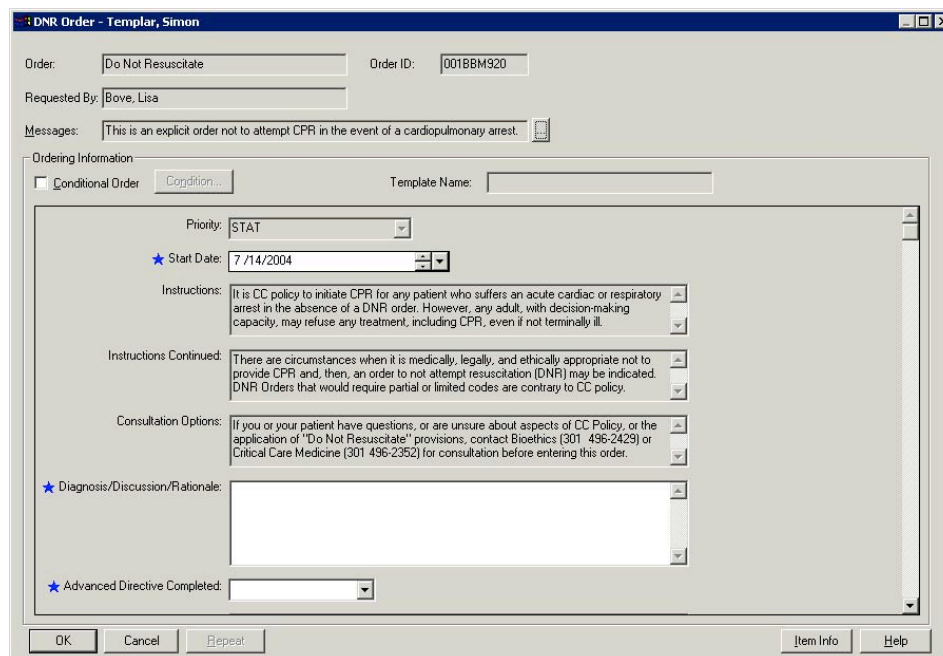
- ☒ ☐ Do Not Resuscitate T STAT
This is an explicit order not to attempt CPR in the event of a cardiopulmonary arrest. It is only applicable after cessation of effective cardiac or respiratory function. It does not limit or restrict the use of any intervention prior to arrest.
- ☒ ☐ Limited Treatment T STAT
This is an explicit order to not provide specified, potentially life-sustaining interventions, such as transfusion of blood products, intubation, or administration of vasopressors, prior to the occurrence of a cardiopulmonary arrest.

Select All Deselect All Edit... Change Date...

OK Cancel Help

Screen 56: Options to Limit Treatment Order Set

These should both be completed for any patients that require this level of care. Code status will continue to be documented on paper in the progress notes.



DNR Order - Templar, Simon

Order: Do Not Resuscitate Order ID: 001BBM920

Requested By: Bove, Lisa

Messages: This is an explicit order not to attempt CPR in the event of a cardiopulmonary arrest.

Ordering Information

☐ Conditional Order Template Name:

Priority: STAT

★ Start Date: 7/14/2004

Instructions: It is CC policy to initiate CPR for any patient who suffers an acute cardiac or respiratory arrest in the absence of a DNR order. However, any adult, with decision-making capacity, may refuse any treatment, including CPR, even if not terminally ill.

Instructions Continued: There are circumstances when it is medically, legally, and ethically appropriate not to provide CPR and, then, an order to not attempt resuscitation (DNR) may be indicated. DNR Orders that would require partial or limited codes are contrary to CC policy.

Consultation Options: If you or your patient have questions, or are unsure about aspects of CC Policy, or the application of "Do Not Resuscitate" provisions, contact Bioethics (301 496-2429) or Critical Care Medicine (301 496-2352) for consultation before entering this order.

★ Diagnosis/Discussion/Rationale:

★ Advanced Directive Completed:

OK Cancel Repeat Item Info Help

Screen 57: DNR order form

The screenshot shows a software window titled "Limited Treatment Order - Templar, Simon". It contains the following fields and sections:

- Order:** Limited Treatment
- Order ID:** 00188Q185
- Requested By:** Bove, Lisa
- Messages:** This is an explicit order to not provide specified, potentially life-sustaining intervention
- Ordering Information:**
 - ☐ Conditional Order
 - Template Name:
- Priority:** STAT
- Start Date:** 7/21/2004
- Instructions:** Limited Treatment orders in the absence of a DNR order may lead to inconsistent medical decisions, harm to the patient and might preclude the early initiation of a more effective or less invasive intervention that could prevent the cardiopulmonary arrest.
- Instructions Continued:** In rare instances when a Limited Treatment Order is considered for a patient without a Do Not Resuscitate (DNR) Order, a Bioethics Consult is mandatory (301 496-2429).
- Consultation Options:** If you or your patient have questions, or are unsure about aspects of CC Policy, or the application of "Limited Treatment" provisions, contact Bioethics (301 496-2429) or Critical Care Medicine (301 496-2352) for consultation before entering this order.
- Diagnosis/Discussion/Rationale:** (Empty text area)
- Advanced Directive Completed:** (Dropdown menu)
- Do Not Resuscitate (DNR):** (Dropdown menu)
- Bioethics Consult Completed:** (Dropdown menu)

At the bottom are buttons for OK, Cancel, Repeat, Item Info, and Help.

Screen 58: Limited Treatment Order form

NOTE: Refer to **Medical Administrative Series Policy #M91-7 Do Not Resuscitate (DNR) Orders and Limited Treatment Orders** for more information.

Isolation Orders

Isolation orders are entered by a Prescriber, Epidemiology Service staff member, or a nurse (acting as an "agent for"). There are separate orders for each type of isolation.

The screenshot shows the 'Order Entry Worksheet - Templar, Simon' window. At the top, there are fields for 'Allergies' (No active allergies on record), 'Requested By' (Me/Other), 'Source', 'Date', 'Time', and 'Session' (Today Output/Current Inpt). Below these is a 'Manual Entry' dropdown and a 'Searching for ...' field. The main area displays a list of isolation orders with columns for 'Order' and 'Cost'. The list includes:

- Isolation - Acid Fast Bacilli (AFB)**: You may place a patient on more than one type of isolation. To do so, enter individual orders for each type.
- Isolation - Cent Nerv Sys Precaut (CNS)**: You may place a patient on more than one type of isolation. To do so, enter individual orders for each type.
- Isolation - Contact**: You may place a patient on more than one type of isolation. To do so, enter individual orders for each type.
- Isolation - Respiratory**: You may place a patient on more than one type of isolation. To do so, enter individual orders for each type.
- Isolation - Special Respiratory**: You may place a patient on more than one type of isolation. To do so, enter individual orders for each type.
- Isolation - Strict**: You may place a patient on more than one type of isolation. To do so, enter individual orders for each type.

On the right side, there are buttons: Add..., View..., Item Info..., Message..., Expert Dosing..., Edit..., Delete, Copy..., and Add Specimen... At the bottom, there are buttons: Submit, Cancel, Hide Worksheet, and Help.

Screen 59: Isolation orders

Each order includes specific fields to enter details about the isolation.

The screenshot shows the 'Contact Isolation - Templar, Simon' window. It displays details for an order with 'Order: Isolation - Contact' and 'Order ID: 0018BM924'. The 'Requested By' is 'Bove, Lisa'. The 'Messages' field contains the text: 'You may place a patient on more than one type of isolation. To do so, enter individu ...'. Below this is the 'Ordering Information' section with a 'Conditional Order' checkbox and a 'Template Name' field. The 'Priority' is set to 'STAT' and the 'Effective Date' is '7/14/2004'. The 'Reason For Isolation' field is empty. The 'Designed To' field contains the text: 'Prevent transmission of organisms that may be spread by contact. Call HES at 301-456-2209 for any known or suspected case of resistant bacteria.' The 'Contact Instructions' field contains the text: 'Private room required. Hand hygiene required before and after patient contact. Gloves required for all persons entering. Gowns required for direct contact with patient, contaminated items or the environment.' The 'Contact Instructions (cont)' field contains the text: 'Minimize the patient's activity outside the room. Universal Precautions must be followed at all times.' The 'Special Instructions' field is empty. At the bottom, there are buttons: OK, Cancel, Repeat, Item Info, and Help.

Screen 60: Isolation order form example

The Prescriber, patient care unit and Epidemiology Service are notified verbally by phone when isolation is indicated per test results, patient history, etc.

Repeat Orders

Repeat orders are orders that are sent to an ancillary department every time an occurrence of the order is repeated. When you enter a repeat order, occurrences of that order are automatically created and generated, based on the repeat control information you specify. Not all orders are repeatable. Laboratory and Radiology departments use the repeat order function due to interface requirements, whereas Nursing and Pharmacy do not. Nursing and Pharmacy orders have a frequency field that allows you to order the procedure or medication with repetition.

Note: An order placed during a **Take Home Medication** order session may not be repeated.

When an order can be repeated, the **Repeat** button on the order form is active. You specify the repeat control information in the **Repeat Orders** dialog box. Duplicate checking does not display when entering report orders.

The first occurrence of a repeat order is considered the “master” order, and is indicated with the icon to the left in the **Orders** chart section and on the **Order Entry Worksheet**. Other instances of the repeat order are indicated with the icon on the right.

Repeat orders are processed in the background, and can be reviewed in the **Orders** chart section after they are entered and submitted.

Screen 61: Repeat Order Dialog box

To repeat an order

1. Select the order from the **Order Entry Worksheet** and click **Add**. The order form displays.
2. Click **Repeat**. The **Repeat Orders** dialog box opens.
3. Select whether you want to create an **Hourly**, **Daily**, or **Weekly** repetition pattern by clicking the respective option.

4. Create a repetition pattern by selecting the options associated with **Hourly**, **Daily**, or **Weekly**.
5. If you chose the **Daily** or **Weekly** pattern, select a scheduled time, if desired. If you select **Non-Stat Time Sensitive**, you must enter an actual time or select a time from the drop-down list. If you select **Routine**, the drop-down list is disabled.
Note: You cannot add more than one occurrence of an order with the same date and time.
6. Click **Add** to add a time to the list, or **Remove** to remove a time from the list.
7. Specify the range of repetition by entering a **Start** date and time, and selecting **End after X occurrences** or **End by** to specify when the order repetition should end.
8. Click **OK**. You return to the order form. If the order form displays **Start Date**, **Start Time**, **Stop Date**, or **Stop Time** fields, they are disabled, because you've entered this information on the **Repeat Orders** dialog box.
9. Click **OK**. The orders are processed and placed in the **Order Summary** window, with the different start date(s).
Note: The first occurrence of a repeat order is considered the "master" order, and is indicated with the icon to the left in the **Orders** chart section and on the **Order Entry Worksheet**. Other instances of the repeat order are indicated with the icon on the right.
10. Click **Submit** to submit the repeat orders.

Future Orders (Hold)

The CRIS **hold/release** functionality allows a Prescriber to write and enter medical orders for future release. The Prescriber enters an order for a future date and places the order in a special Future Outpt/Pre-Admit (hold) status and adds a planned release date in the reason field. Hold orders are displayed in CRIS with a red circle with a line icon to visually identify their hold status.

The screenshot shows the Sunrise Clinical Manager interface for patient Simon Templar (ID: 7896541-23-65-4 / 654789654). The interface includes a menu bar, a toolbar, and a patient information header. Below the header, there are tabs for Patient List, Orders, Results, Documents, Observations, Patient Info, and Summary. The Orders tab is active, displaying a list of orders. On the left, there are filters for Chart, Date Range, Status, Order Selection, and Display Format. The main table lists orders under two categories: Chemistry and Microbiology. The Chemistry section includes orders like Acute Care Panel, Future Outpt/Pre-Admit (highlighted with a red circle), Chem 20 Panel, Reticulocyte Count, CBC + Diff, Hemoglobin Electrophoresis, and CBC + Diff. The Microbiology section includes orders like Bronchial Culture, Gram Stain, Legionella Culture, Fungal Culture, and Wet Mount. The status of each order is indicated in the 'Status' column.

Chemistry	Date	Status	Disc/Stop
Acute Care Panel		Hold	
Future Outpt/Pre-Admit			
Chem 20 Panel	6/24/2004 Routine	Pending Collection	
Microbiology	Date	Status	Disc/Stop
Reticulocyte Count	6/24/2004 Routine	Pending Collection	
CBC + Diff	6/24/2004 Routine	Pending Collection	
Hemoglobin Electrophoresis - , Special Inst: Pre-Apheresis	6/24/2004 Routine	Pending Collection	
CBC + Diff - , Special Inst: Pre-Apheresis	6/24/2004 Routine	Pending Collection	
Hemoglobin Electrophoresis - , Special Inst: Post-Apheresis	6/24/2004 Routine	Pending Collection	
CBC + Diff - , Special Inst: Post-Apheresis	6/24/2004 Routine	Pending Collection	
CBC + Diff	7/7/2004 Routine	Available for Activation	
2 hrs post transfusion			
CBC	7/7/2004 12:00	Pending Collection	
CBC	7/7/2004 Routine	Pending Collection	
CBC + Diff	7/12/2004 Routine	Pending Collection	
CBC + Diff	7/13/2004 Routine	Pending Collection	
Microbiology	Date	Status	Disc/Stop
Bronchial Culture - Label Loc: "Bronchoscopy Lab	7/13/2004 Routine	Pending Collection	
Gram Stain	7/13/2004 Routine	Pending Collection	
Legionella Culture	7/13/2004 Routine	Pending Collection	
Fungal Culture	7/13/2004 Routine	Pending Collection	
Wet Mount	7/13/2004 Routine	Pending Collection	

Screen 62: Hold Orders icon

Another Prescriber, or member of the Affiliate Medical Staff (considering their professional licensure, scope of practice and the condition of the patient), could then "release" the order. The release of a hold order must be done manually within CRIS. The system cannot automatically release hold orders, e.g. automatically release order after three days. Pre-registration orders, which apply only to those patients who have never been seen previously as an inpatient or outpatient at the Clinical Center, are treated as hold orders and may be released in an equivalent fashion.

To enter a future (hold) order

1. From the **Order Entry Worksheet**, locate an order you want to enter.
2. Change the session type to Future Outpt/Pre-Admit.
3. In the Reason field, enter the date the orders should be released (e.g. when the patient is expected to return for this test/procedure).

Order Entry Worksheet - Templar, Simon

Allergies: No active allergies on record

Requested By: ☐ Me ☐ Other: Source:

Date: Time:

Session:

Type: Future Outpt/Pre-Admit Reason: for July 30 visit

Manual Entry Searching for ...

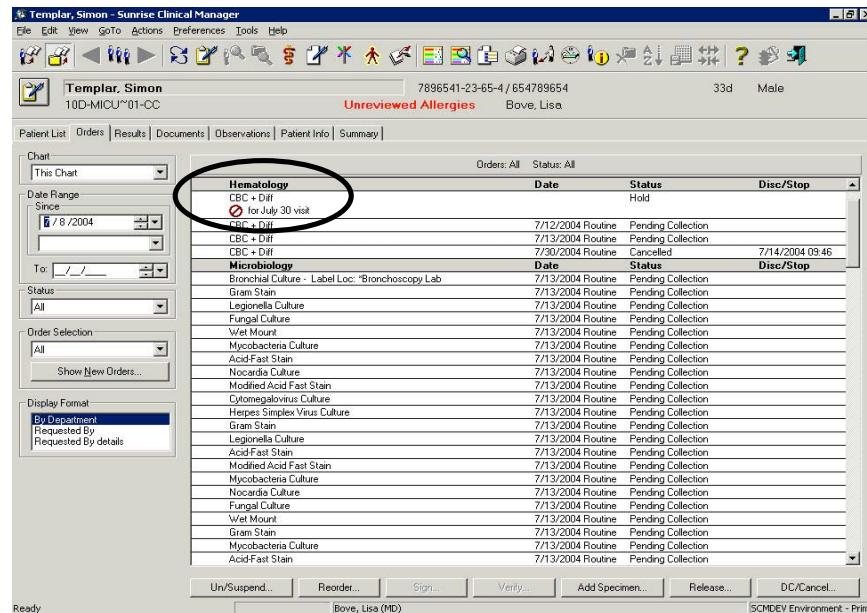
Order	Cost
<input type="checkbox"/> CBC	
This test does not include a Differential.	
<input type="checkbox"/> CBC + Diff	
Please order only one diff per day.	
<input type="checkbox"/> CBC + Diff, Pheresis Bag	
<input type="checkbox"/> CBC + WBC Differential Count(CBC + Diff)	
Please order only one diff per day.	
<input type="checkbox"/> CBC (CBC + Diff, Pheresis Bag)	

for July 30 visit

Buttons: Add..., View..., Item Info..., Message..., Expert Dosing..., Edit..., Delete, Copy..., Add Specimen..., Submit, Cancel, Hide Worksheet, Help

Screen 63: Enter Future Orders

4. Find the order you want and click **Add**.
5. Fill in the requested information.
 - a. There may be special instructions about the order in the **Messages** box. This is informational only, and cannot be changed.
 - b. Required fields are marked with a blue star. Data must be entered into these fields prior to submitting the order.
 - c. Other fields are optional. These are completed when there is more information to convey about the order.
 - d. Some fields already contain prefilled/default data when you open the form. These fields may be modified as needed.
6. Click **OK**.
7. Click **Submit**. The order will remain in the hold status until released.



Screen 64: Future Order

Serial Specimen Ordering, Label Printing, and Collection

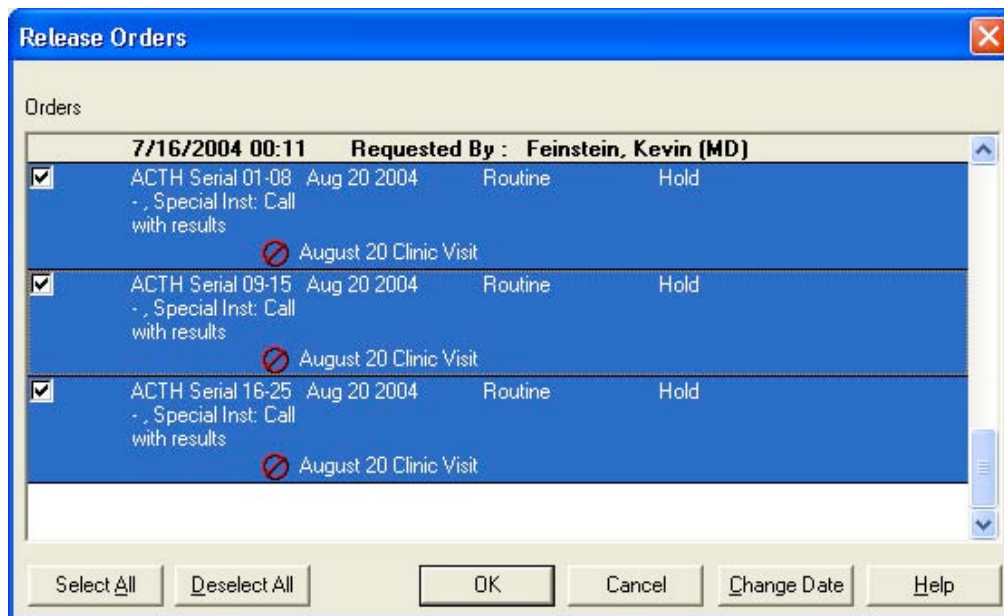
Many serial specimens are collected at the Clinical Center in both inpatient and outpatient settings. Like all other lab tests, serial specimen orders are entered prescribers or by affiliate medical staff acting as "agent for." These orders may be placed under one of two session types:

- **Today Outpt/Current Inpt:** these orders will be active immediately, with labels and order requisitions printing immediately on the patient's current registered unit or clinic.
- **Future Outpt/Pre-Admit:** these orders will be on "hold," and will not become active until released. Labels and order requisitions do not print until the orders are released.

Orders on "hold" are normally not released until needed (i.e., at the time of a clinic visit or inpatient admission). However, it is sometimes helpful to prepare for specimen collection in advance of a patient's visit by labeling the necessary collection tubes. In order to obtain the order requisitions and labels at such a time, the following steps should be followed:

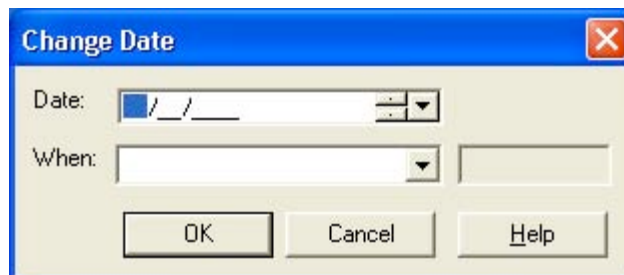
1. When the specimen collection will take place in a setting other than the patient's registered location, this information should be temporarily updated in CRIS to the clinic or unit where the specimen collection will actually take place. This is necessary because CRIS order requisitions and bar-coded lab labels print at the patient's registered location when orders on "hold" are released. Locations are updated in CRIS via transfer orders:
 - Transfer Order (Internal-Inpatient): a medical order used to move patients to inpatient units

- Transfer Order (Internal-Outpatient): a service request used to move patients to outpatient clinics, satellite clinics, and day hospitals
- 2. Once the patient's location corresponds to the desired specimen collection/label printing site, the serial specimen orders on "hold" should be accessed under the Orders tab. Normally, the test orders have the date of the expected collection. In CRIS, lab labels do not print until the expected date of collection. Therefore, to force the labels to print on a different date, it is necessary to change the date of the orders before releasing them.
 - On the Orders tab, pick the Release button. All orders currently on "hold" will appear in a separate dialog box. They are sorted by date/time of entry, and include the name of the requesting prescriber.



Screen 65: Release Orders - Serial Labs

- Select the orders to be released.
- Select Change Date, and another dialog box will appear.



Screen 66: Change Date screen

- Fill in today's date and select OK.
- Orders will be released, with the order requisitions and lab labels printing at the patient's current registered location.

3. If the patient's location was temporarily modified to facilitate the label and order requisition printing, it is imperative that the location be returned to the original location via the appropriate transfer order. If this isn't done, order requisitions, other lab labels, reports, etc. will continue to print at the current registered location.
4. Specimen tubes may be labeled and sorted as appropriate for the serial collection. Please refer to the relevant lab policies for this process.
5. When the patient arrives on the scheduled date, use the prepared labeled tubes. Record the date/time of collection and any additional information as needed for proper processing, and send the specimens to the designated lab.
NOTE: Lab will also accept racks of tubes with standard admission labels for these tests. The LIS barcode labels should be sent to the lab along with the serial specimen racks - the lab will then re-label with the barcode labels. So, the serial test orders could actually be released when the patient arrives at the CC; the barcode labels would not be needed until that time.

ADT Orders (Pass, Transfer and Discharge)

- Transfer (Internal and External, except for transfer to the OR), Discharge-Routine, and Pass orders are entered as conditional orders.
- Transfer (Internal, to the OR), Discharge-AMA/AWOL, and Discharge-Expiration orders are not entered as conditional orders.
- Nurses manually activate (start) and complete (close) conditional ADT orders. There is no automatic completion of ADT medical orders. In contrast, ADT service requisitions will auto-complete immediately.
- ADT orders are maintained on the worklist in CRIS. To complete an ADT order, the nurse marks as it as done on the worklist.
- MIS automatically suspends active orders when a patient is transferred to another unit or level of care. In CRIS, there is no automatic suspension of orders. Nurses are responsible for manually suspending all active orders at the point of transfer.
 - Nurses do not independently 'unsuspend' medical orders. It is a Prescribers' responsibility to unsuspend or direct nursing to unsuspend orders.
- Nurses will suspend all active orders when a patient leaves on pass. Prescribers are responsible for including explicit direction in the pass order regarding which orders the nurse can unsuspend when a patient returns from pass.
- Bed assignment is done by nursing in CRIS (rather than MIS), using a specific service requisition. The service requisition auto-completes immediately after the nurse enters it.
- OR/PACU nurses can move patients within the OR area and back to the unit of origin or ICU (if preplanned) using a service requisition.
- Outpatients can be moved between outpatient locations, including the OR, using a service requisition entered by nurses. This will facilitate

communication of orders and test results, as well as printing in the patient's current location.

Discontinue/Cancel orders

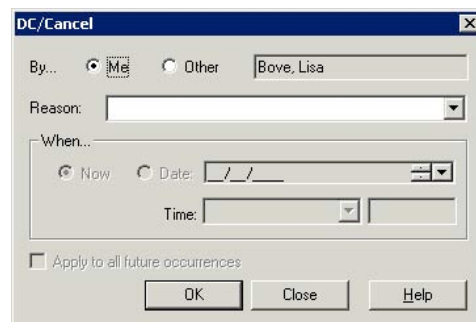
If you want to stop an order, you can discontinue or cancel it. Orders that have already started and are no longer required are discontinued. For example, if a patient no longer needs vital signs every two hours, you would want to discontinue to vital signs order and enter a new vital signs order with a different frequency. Orders that have not yet been started, and that you don't want carried out are canceled. For example, if you order medication for the wrong patient, you can cancel the order before it is filled.

You use the **Discontinue/Cancel Orders** dialog box to discontinue or cancel multiple orders, and the **DC/Cancel** dialog box to discontinue or cancel single orders.

Note: For repeat orders, both the master order and its occurrences are displayed in the **Discontinue/Cancel** dialog box. If you select the master order, all its occurrences are automatically checked and the check boxes are disabled. When you discontinue or cancel a repeat order, a message displays, asking if you want to discontinue or cancel this occurrence or all future occurrences of the repeat order.

To discontinue/cancel a single order

1. From the Orders tab, select the order or order set that you want to discontinue/cancel or discontinue/reorder.
2. Right-click on the order and select **Discontinue/Cancel** from the shortcut menu. The **DC/Cancel** dialog box opens.



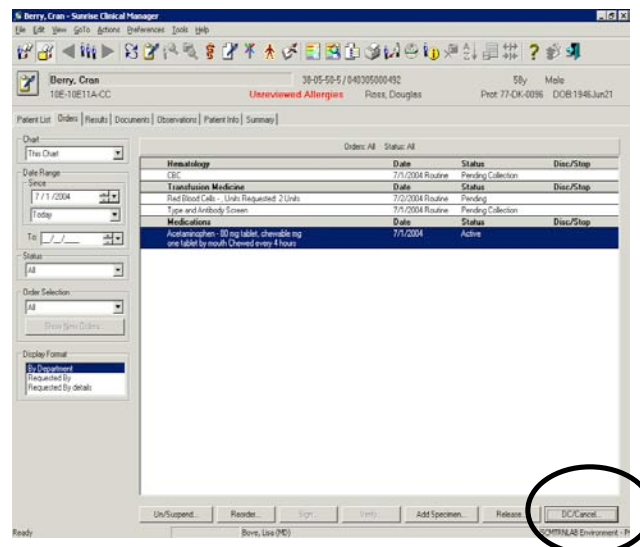
Screen 67: DC/Cancel Dialog box

3. Select whether you are discontinuing/canceling the order on behalf of yourself or another provider. If you select **Other**, the **Requested By** dialog box opens; specify the provider's name and click **OK**.

4. Provide a reason for the discontinuing/canceling in the **Reason** field, or select a pre-defined reason from the drop-down list.
5. Select when you want the order to cease—either **Now** or a particular date and time.
6. Click **OK**.

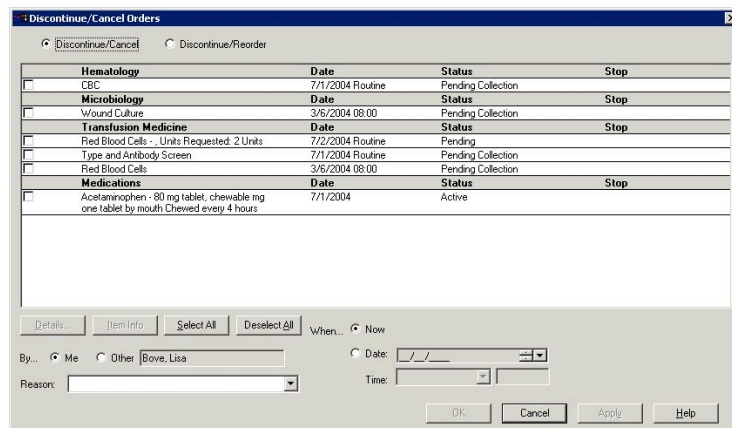
To discontinue/cancel multiple orders

1. From the Orders tab, click the DC/Cancel button.



Screen 68: Orders Tab

The **Discontinue/Cancel Orders** dialog box opens with **Discontinue/Cancel** selected. All orders that can be discontinued or canceled are listed.



Screen 69: DC/Cancel Orders Dialog box

2. Select whether you are discontinuing or canceling the order on behalf of yourself or another care provider. If you select **Other**, the **Requested By** dialog box opens.

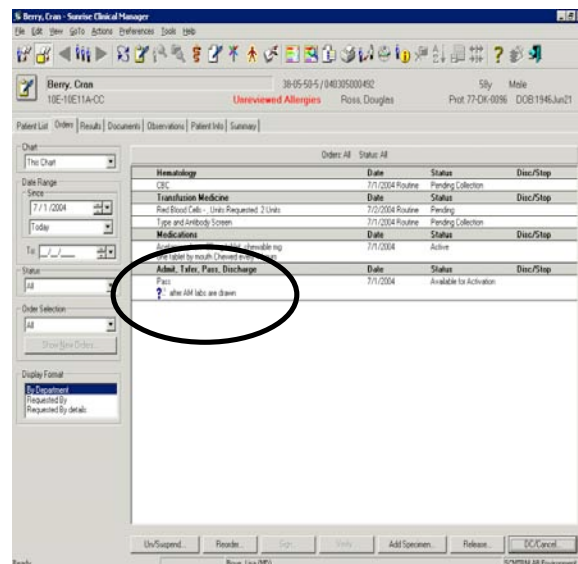
3. Do one of the following
 - a. To discontinue or cancel a few orders in a short list of orders, click the check boxes of the orders you want to discontinue or cancel.
 - b. To discontinue many orders in a lengthy list of orders, click **Select All**, then uncheck the check boxes of the orders you don't want to discontinue or cancel.
4. In the **Reason** field, enter why you are discontinuing the order(s), or select a predefined reason from the drop-down list.
5. Specify when you want the order(s) to be discontinued or canceled. You can select **Now** to have the order(s) discontinued immediately, or you can specify a future date and time. To specify the date, type in a date, or click the calendar arrow and select a date from the calendar. The **Time** field activates after you click **Date**.
6. If you want to discontinue the order(s), but not exit the dialog box, click **Apply**. If you want to discontinue the order(s) and exit the dialog box, click **OK**. In the **Display** window, the status of the order(s) you discontinued changes to Canceled.

Activate Conditional Orders

After a condition has been met for a conditional order, you can activate the order. For example, if a test is to be performed once a patient returns from a procedure, when the patient returns, you can activate the test order.

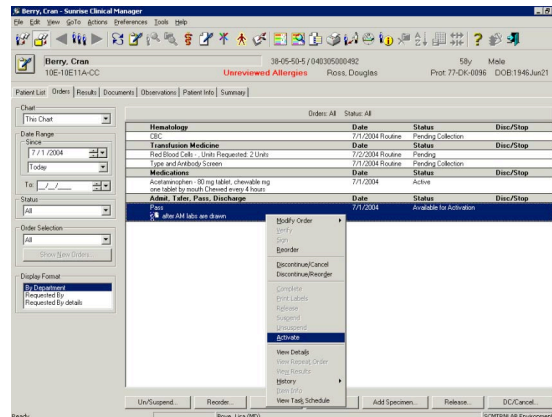
To activate a conditional order

1. Select a conditional order. (A conditional order has a **Conditional Order** icon next to it.)



Screen 70: Conditional Order Icon

2. From the **Actions** or shortcut menu, select **Activate**.



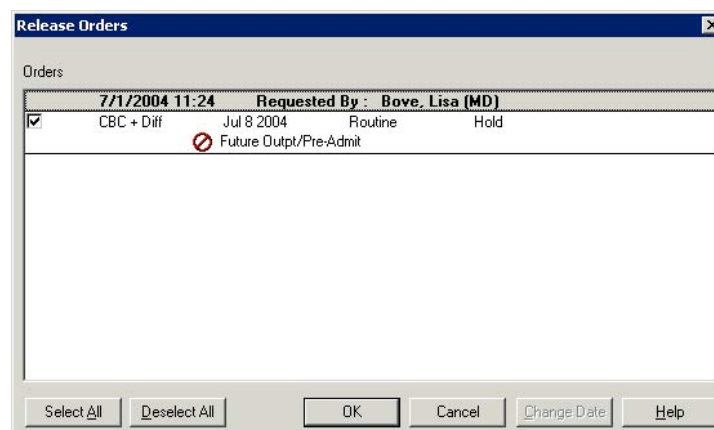
Screen 71: Activate Conditional Order

Release Orders

The **Release Orders** dialog box allows you to release one or more hold orders at one time. When you release a batch of orders, they are processed for alerts and for date and scheduling conflicts.

Note: When you release a repeat order, all orders in the repeat series are released.

If the order is conditional or pending verification, the first order in the repeat series is not sent to the ancillary department until the order is activated or verified.

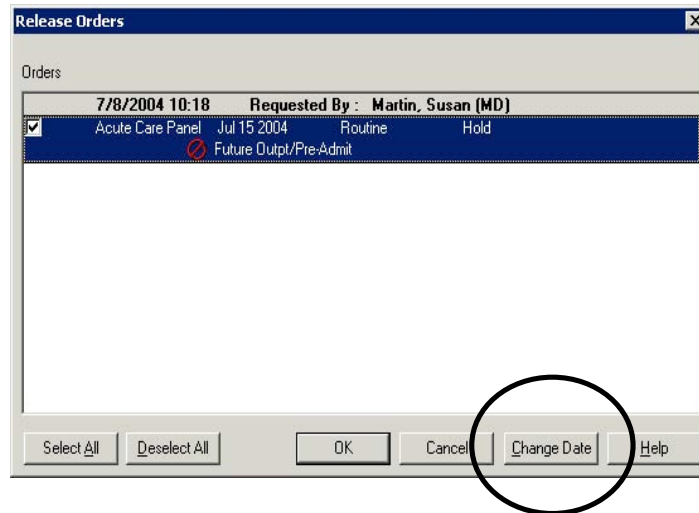


Screen 72: Release Orders Dialog box

To release a single hold order

1. From the Orders tab, right-click on a hold order and select **Release**. The **Release Orders** dialog box opens with the information for the selected order.
2. Click the check box to the left of the order you want to release.

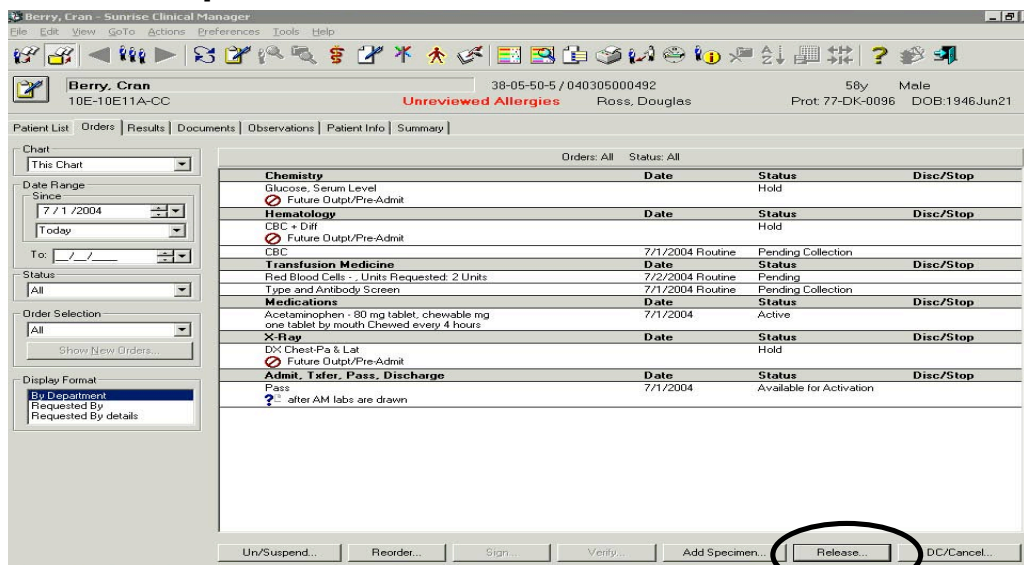
- If you want to change the date of the order, click on the order to highlight it.
- Click Change Date.
- Enter the corrected date for the order.
- Click OK.



Screen 73: Change date of Future order

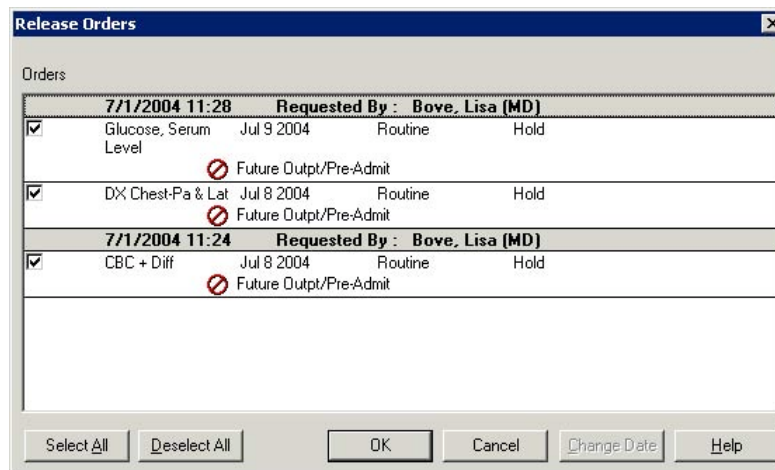
- Click **OK** to release the order.

To release multiple hold orders



Screen 74: Release Button on Orders tab

1. From the Orders tab, click the **Release** button on the **Orders** chart section. The **Release Orders** dialog box opens, showing all the hold orders you can release. Each order is checked, indicating that it is selected.



Screen 75: Release Orders dialog box

2. Uncheck any orders you do *not* want to release.
3. Change the date of any orders as necessary. Changing the date for an order also releases the hold for that item. Once a hold order has been released, you cannot return it to a hold status, but you can suspend it.
4. Click **OK**. All checked orders are processed for valid dates.

Complete Orders

Completing an order allows you to indicate that an order has been accomplished. This function is typically used for human interventions. For example, if a clinician places a patient education order for diabetes—after the instruction has been done and the provider feels that the patient understands the information, the provider can mark the order as completed.

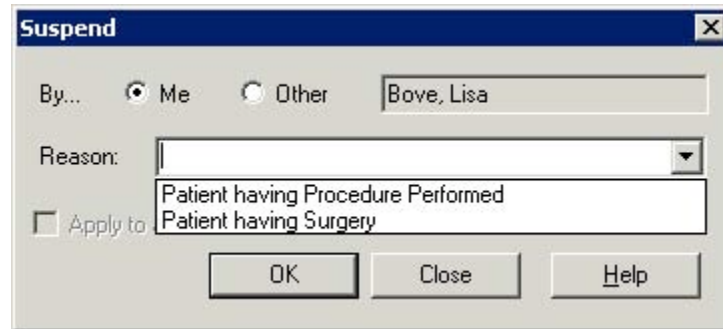
To complete an order

1. Select the order you want to complete
2. Right-click on the order and from the shortcut menu, select **Complete**.

If the **Complete** option is disabled, the order already has a Canceled status, is Suspended, or the definition for this order item indicates it cannot be set to Complete.

Suspend and Unsuspend Orders

Suspending an order allows you to put a temporary hold on an order. For example, you might want to suspend a medication order while a patient is nauseated.



Screen 76: Suspend Dialog box

To suspend an order

1. From the Orders tab, right-click the order, and select **Suspend**.
2. In the **Display** window of the **Orders** chart section, a **Suspended Order** icon displays to the left of the order row.

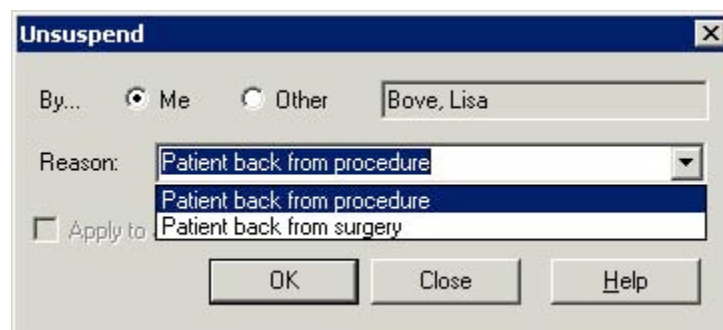


Screen 77: Suspend Icon

3. While the order is suspended, it can be discontinued, canceled, or signed, but cannot have specimen information entered or be marked as complete.

Note: Not all orders can be suspended.

To unsuspend single orders

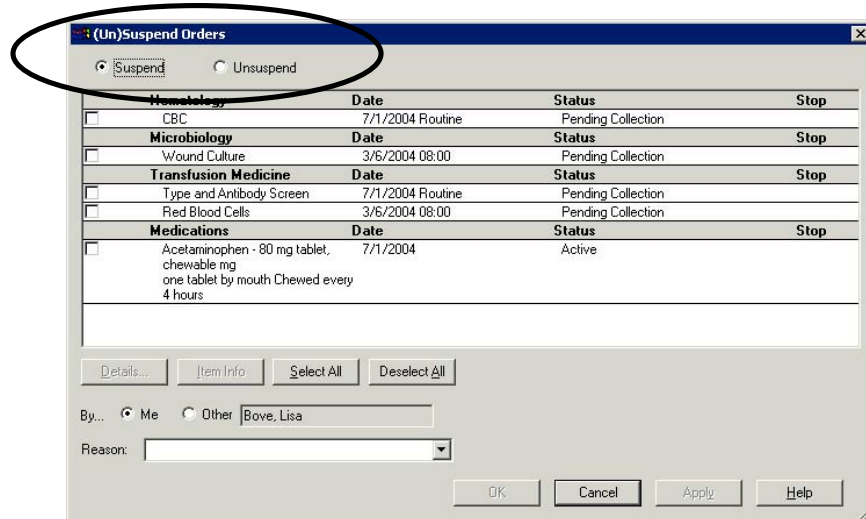


Screen 78: Unsuspend Dialog box

1. From the Orders tab, right-click on the order, and from shortcut menu, select **Unsuspend**.

To suspend or unsuspend multiple orders

You can suspend or unsuspend multiple orders using the **(Un)Suspend Orders** dialog box.

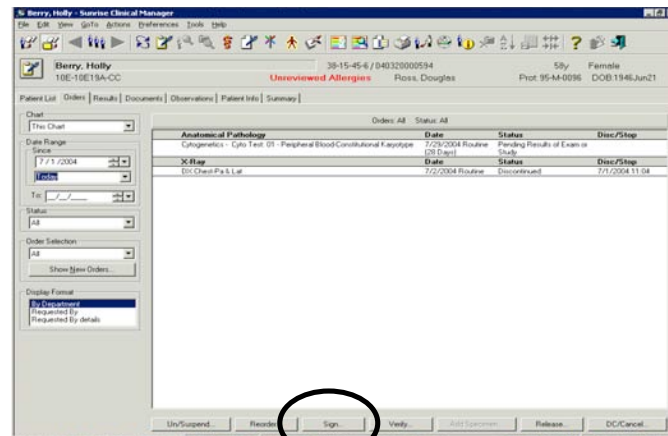


Screen 79: Unsuspend Orders Dialog box

1. Click the **(Un)Suspend** button on the **Orders** chart section. The **(Un)Suspend Orders** dialog box opens.
2. Select **Suspend** or **Unsuspend**.
3. Select whether you are suspending or unsuspending the orders on behalf of yourself or another care provider. If you select **Other**, the **Requested By** dialog box opens.
4. Do one of the following
 - a. To suspend or unsuspend a few orders in a short list of orders, click the check boxes of the orders you want to suspend or unsuspend.
 - b. To suspend or unsuspend many orders in a lengthy list of orders, click **Select All**, then click the check boxes of the orders you don't want to suspend or unsuspend. Suspended orders are indicated with an icon.
5. In the **Reason** field, enter why you are suspending or unsuspending the order(s), or select a pre-defined reason from the drop-down list.
6. If you want to suspend or unsuspend the orders, but not exit the dialog box, click **Apply**. If you want to suspend or unsuspend the orders and exit the dialog box, click **OK**.

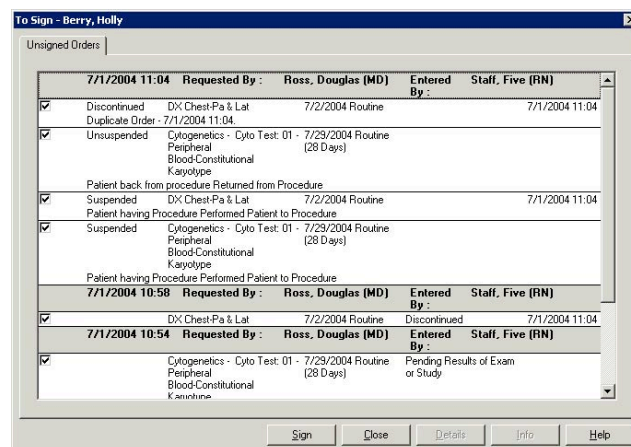
Sign Orders

If any orders require your electronic signature, the **Sign** button is enabled in the **Orders** chart section.



Screen 80: Sign Button on Orders Tab

Orders that are entered, modified, suspended, unsuspended, canceled, or discontinued on behalf of another care provider must be signed. You select the orders you want to sign on the **Unsigned Orders** tab of the **To Sign** dialog box.



Screen 81: To Sign Dialog Box

Note: For repeat orders, only the master order is displayed in the **To Sign** dialog box. You don't need to sign each occurrence of a repeat order.

To sign orders

1. Do one of the following
 - a. In the **Orders** chart section, click **Sign**, or from the **Actions** menu, select **Sign**.
 - b. From the **Patient List**, double-click the flag in the **To Sign** column.
2. The **To Sign** dialog box opens.
3. Click the **Unsigned Orders** tab. The orders that you can sign for the current patient will display and are checked.
4. Deselect any orders you do not want to sign.

5. Optionally, display the shortcut menu to view status or modification history for the order.
6. Click **Sign**. The **Password Required** dialog box may open.
7. Enter your password and click **OK**.

To view additional details about the orders to be signed

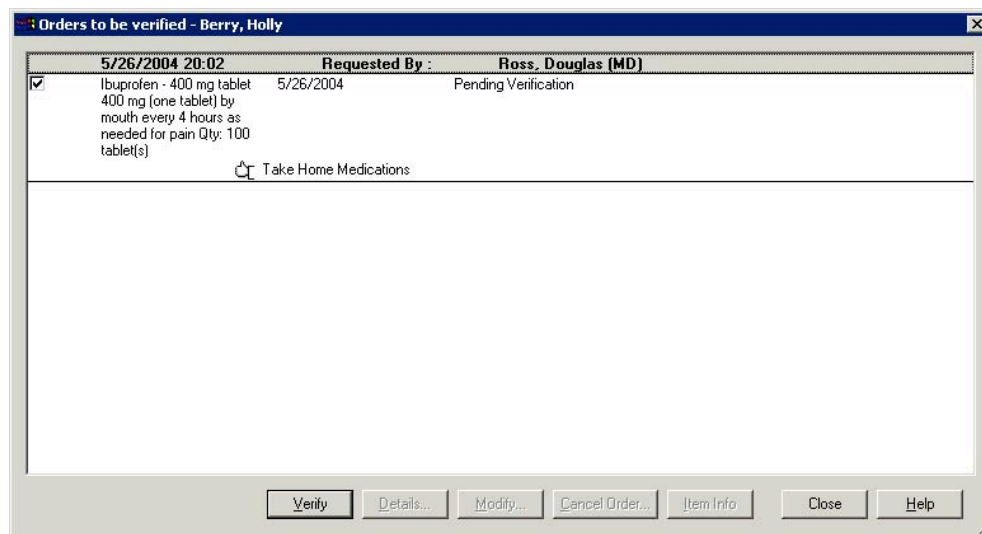
1. On the **Unsigned Orders** tab of the **To Sign** dialog box, select the order for which you want to obtain more information.
2. Choose **Details**. The order form opens in view mode and displays additional information about the order.

To view more information about items within an order

1. On the **Unsigned Orders** tab of the **To Sign** dialog box, select the order for which you want to obtain item information.
2. Click **Item Info** to display additional information on this item, if your enterprise has provided this information.

Verify Orders

If any orders require verification, the **Verify** button in the **Orders** chart section is enabled and a flag displays in the **To Verify** column of the **Patient List**. All medication orders entered must be verified by a pharmacist.



Screen 82: Verify Orders Dialog box

To verify orders

1. Do one of the following

- a. In the **Orders** chart section, from the **Actions** or shortcut menu, select **Verify**.
 - b. From the **Patient List**, double-click the flag in the **To Verify** column.
2. The **Orders to be Verified** dialog box opens. All orders that you can verify for the current patient are checked.
3. Deselect any orders you do not want to verify.
3. Click **Verify**.

To view additional details about the orders to be verified

1. In the **Orders to be Verified** dialog box, select the order about which you want to obtain more information.
2. Click **Details**. The order form opens in view mode and displays additional information about the order. In this mode, you cannot change any information.